

Occupational Outlook

Northern California Counties 1997

♦ **MODOC**
♦ **TRINITY**
♦ **LASSEN**
♦ **PLUMAS**
♦ **TEHAMA**
♦ **SISKIYOU**
♦ **DEL NORTE**

A Product of and Sponsored by:

Job Training Center of Tehama County
State of California Employment Development Department
The California Cooperative Occupational Information System

In Cooperation with:

California Community Colleges
Department of Commerce
Department of Rehabilitation
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State Job Training Coordinating Council
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ACKNOWLEDGMENTS

The California Cooperative Occupational Information Systems Group expresses its gratitude to all the people who gave their time and expertise to this publication of the Northern California Counties Occupational Outlook Report.

Our thanks to over 300 California employers for their contributions of time and information. By answering questions on 21 different occupations, these employers made this report possible.

We also want to give special thanks to Brenda Veronie, the EDD Northern California Site Analyst for her ongoing support towards the content and publication of this report.

**Linda L. Milan
Project Coordinator, CCOIS**

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ABOUT THE CCOIS

The 1997 *Northern California Counties Occupational Outlook* is a product of the California Cooperative Occupational Information System (CCOIS), which has been producing reports for other counties of California since 1986. Thirty-eight local agencies produce Occupational Outlook Reports. Together, the reports represent 58 counties and all of California's labor force. No other source of occupational information offers the current local labor market focus that is found in this, and other, Occupational Outlook reports.

Mission of the CCOIS...

"To improve the match between employers needs for skilled labor and the skills of the California workforce. This is accomplished by providing current localized occupational information which results in better labor market decisions. These decisions are made by job seekers, employers, policy makers, legislators, training staff, students, educators, counselors, administrators and others who prepare people for, and help them to obtain, work."

Project Coordination Staff...

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Your Opinion Counts...

As a reader of the information contained in this report, your participation in completing the customer satisfaction questionnaire which is inserted in this publication, is appreciated. Your response will help us to ensure this publication continues to meet the needs of our customers. Thank you.

Welcome to the **1997 Occupational Outlook Report** for the counties of Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, and Trinity in Northern California. The information presented in this report was collected and analyzed by the California Cooperative Occupational Information System staff of the Job Training Center of Tehama County and the California State Employment Development Department (EDD), Labor Market Information Division (LMID). Questions regarding the information in this report should be directed to the Job Training Center of Tehama County. The research methods and terminology are explained on the following pages to assist the reader in better understanding and maximizing its use.

POSSIBLE USES OF THIS REPORT

Career Decisions:

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information is easy to understand and includes employer requirements and preferences, wages and benefits, supply and demand assessments and more.

Curriculum Design:

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development:

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development within the seven county areas.

Human Resource Management:

Small business owners and corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Program Planning:

This report provides planners and administrators with local employment and training information, occupational size and expected growth rates. Program planners can use this data to evaluate, eliminate, improve, and plan new programs.

Program Marketing:

By using locally developed and reliable occupational data, training providers can better market their programs to students, employers, and others.

OCCUPATION SELECTION

The first step in the 1997 project was to identify the occupations that would be researched. A preliminary list of occupations was developed by potential users of the labor market information while attending community meetings designed for this purpose. These users included program administrators, vocational planners and counselors, employers, and other. These meetings generated valuable input for this final selection of occupations. Criteria used for selecting occupations were:

- The occupation had to have a substantial employment base in the counties.
- There was a substantial number of projected job openings in the counties.
- The potential salary level was \$7.00/hr. or more. (Some exceptions are included in this report.)

TITLES AND DEFINITIONS OF OCCUPATIONS

The occupation has a job title and a definition which identifies the various activities and functions of the worker. The titles and definitions used in this report are based on the Occupational Employment Statistics (OES) dictionary published by the U. S. Department of Labor's Bureau of Labor Statistics (BLS), May 1992. BLS uses the COES classification system nationwide to study staffing patterns within industries. Each occupational title is followed by an OES definition which describes the tasks involved within the occupation. Examples of OES occupational titles include: nurse aides, foresters and conservation scientists, and highway maintenance workers.

SURVEY SAMPLE SELECTION

After the occupations are selected and defined, an employer sample was developed for each occupation. One consideration in drawing the employer sample was to identify the industry classifications that use each occupation.

An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade, which contain almost 900 detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products or services they render.

CCOIS staff of the Job Training Center of Tehama County (JTC), using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. A nurse aide would generally work for a firm classified in the health services category, whereas a word processor may be scattered across several industries—health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by JTC staff and employers were added and deleted, as appropriate, to obtain a sample of 40 potential employers per occupation.

QUESTIONNAIRE DEVELOPMENT

The CCOIS uses a standardized questionnaire of 20 questions on the two-page survey form. The questionnaire was mailed to all of the active employers in the refined sample.

SURVEY PROCEDURES

The CCOIS used the following survey procedures:

- A letter introducing the survey and clips of local newspaper articles which initially advertised the CCOIS project were sent to all of the active firms.
- Employers who did not respond to the mailing were then contacted by telephone for their responses. Some employers received a second mailing of the questionnaire.
- When a representative sample of at least 15 employer responses was not achieved, firms were then added to the active list from additional LMID employer listings or the yellow pages.
- All surveys were carefully reviewed by JTC staff for accuracy and completeness. When clarification was necessary, employers were contacted by telephone.
- Supplementary information about the occupations was received by contacting labor unions, schools and training providers.

TABULATING THE RESULTS

The employer responses were entered into the CCOIS database and tabulations were printed, reviewed, and analyzed by a CCOIS analyst. Once the analysis was complete, occupational summaries were written for inclusion into the Occupational Outlook Report. Each summary provides information on the size of the occupation, employment trends, supply/demand assessment, wages and fringe benefits, training and hiring requirements, and other information. Specific employer information is and will remain confidential.

ABOUT THE TERMINOLOGY AND DEFINITIONS

The following definitions explain the terminology used throughout the occupational summaries.

OCCUPATION

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. The titles and definitions are based on the OES Dictionary published by the Bureau of Labor Statistics, May 1992, and published by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition. The occupations were selected for survey based on the needs of local users of occupational information.

WAGES

The standard definition of wage data categories enables comparison of salary ranges across occupations. The ranges are based primarily on employer surveys and contracts with unions. Extreme answers are excluded. All wages reported are based on data collected from July, 1997 through November, 1997 and represent wages paid prior to the federal minimum wage increase of September 1, 1997. Union wages will be listed when at least 5% of the responding firms are union. Wages are absolute.

Wage data reflects the following categories:

New to firm, no experience	The wages of persons trained or untrained but with no paid experience in the occupation.
New to firm, experienced	The starting wage paid to journey-level or experienced workers newly hired at the firm.
Three years with firm, experienced	The wages generally paid to workers with three years journey-level experience at the firm.

FRINGE BENEFITS

Employee benefits traditionally offered by employers are identified by percentages in full-time and part-time categories. Additional benefits offered by a few employers are listed separately.

EMPLOYER REQUIREMENTS

This category presents the amount and kinds of work experience, education, and training required by surveyed employers. Also included are typical employer preferences and key personal traits usually present in those working in the occupation. When reference is made to all employers, almost all, most, many, some, or few, the following definitions apply:

All Employers	100%
Almost all employers	80% up to but not including 100% of the survey respondents
Most employers	60% up to but not including 80% of the survey respondents
Many employers	40% up to but not including 60% of the survey respondents
Some employers	20% up to but not including 40% of the survey respondents
Few employers	Less than 20% of the survey respondents

LABOR SUPPLY AND DEMAND ASSESSMENT

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry level and experienced positions in each occupations. The terms used in describing the local labor supply and demand situation found in the area at the time of the study are defined as follows:

Very Difficult	Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.
Somewhat Difficult	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants when an opening exists.
A Little Difficult	Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition when seeking jobs.
Not Difficult	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

OCCUPATIONAL SIZE

The term used to describe the employee size of a particular occupation refers to its estimated number of workers in the occupation. Occupational size in the seven county area is measured using the following scale:

Small	1 - 83
Medium	84 - 165
Large	166 - 359
Very Large	360 and above

JOB SPECIFICATIONS

The skills, knowledge, abilities, licenses and certificates listed in this category are from LMID library resource materials and surveyed employer responses. Only the most important specifications are listed.

EMPLOYMENT TRENDS

One of several standard terms will describe the expected growth rate for the outlook period. These terms are:

Much faster than average	=1.50 times average or more
Faster than average	=1.10 to but not including 1.50 times average
Average	=.90 to but not including 1.10 times average
Slower than average	=less than .90 times average
No significant change, or remain stable	
Slow decline	

Employment trends are projected to seven years, 1993-2000.

For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are most numerous in occupations with relatively low training.

OTHER RELEVANT INFORMATION

This category may list such information as typical industry concentrations, promotional patterns, and concentration of on-call workers, recruitment methods, and sources of filled vacancies.

ABOUT THE ABBREVIATIONS AND ACRONYMS

The following abbreviations and acronyms are used frequently throughout this report:

Abbreviations:

Exp.	Experience
Hr.	Hour
Lbs.	Pounds
Mo.	Month
Req.	Require
Yr.	Year

Acronyms:

BLS	Bureau of Labor Statistics
Cal OSHA	California Occupational Safety and Health Administration
CCOIS	California Cooperative Occupational Information System
DMV	Department of Motor Vehicles
EDD	Employment Development Department
JTC	Job Training Center of Tehama County
LMID	Labor Market Information Division
NEC	Not Elsewhere Classified
OES	Occupational Employment Statistics
SIC	Standard Industrial Classification
WPM	Words Per Minute
LVN	Licensed Vocational Nurse
RN	Registered Nurse

OCCUPATIONAL SUMMARIES

CARPENTERS

OES: 871020

18 Firms Responding, 92 Jobs Represented

Alternate Title: Maintenance Worker, Laborer

JOB DESCRIPTION

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Do not include Cabinetmakers and Bench Carpenters.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size: Large
Projected Job Growth Rate: 3.4%
Growth: Slower Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	22%	11%	44%	22%
Inexperienced	22%	6%	50%	22%

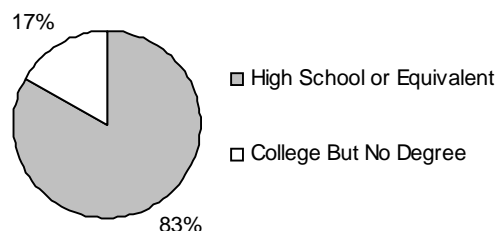
Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
Single-Family Housing	69.3%	1521
Construcion	4.6%	1751
Carpentry Work	3.6%	1522
Residential Construction	3.6%	9010
Federal Government	18.9%	
Other		

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	6%	6%	50%	38%
Training as a substitute for exp.	22%	66%	6%	6%

Almost all responding firms required an average of 24 months experience in the occupation. Most were willing to accept training in lieu of experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Basic math, cost estimating, finishing carpentry, rough carpentry, oral communication, and drywall installation and repair.

Ability to: Read blueprints, use drafting tools, climb to high places, perform strenuous, physically demanding work, lift at least 50 lbs. repeatedly, provide own hand tools, work independently, write legibly, read and follow instructions.

WAGES

Non Union Wages:

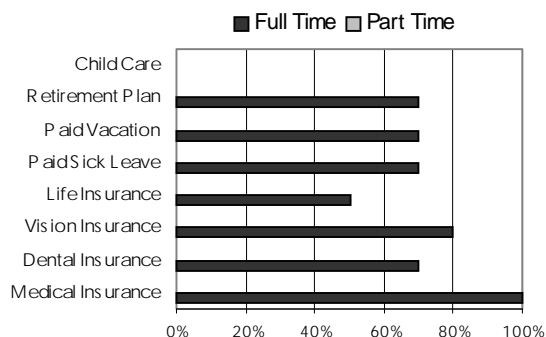
	Range	Median
New hires, no experience	\$6.00- \$9.96	\$8.00
New to firm, experienced	\$9.38- \$15.00	\$10.01
3+yrs. of experience	\$10.33- \$20.00	\$15.00

Union Wages:

	Range	Median
New hires, no experience	\$8.61 - \$13.00	\$10.81
New to firm, experienced	\$10.42 - \$18.84	\$16.00
3+yrs. of experience	\$12.13 - \$21.67	\$20.78

Twenty-eight percent of responding firms are union and represent 13% of the occupational employment.

FRINGE BENEFITS



HOURS

Almost all responding firms offered full-time employment averaging 40 hours per week. A few firms reported temporary on-call and seasonal averaging 40 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities were provided by many firms. These included supervisor and other management positions.

Recruitment methods included the following:

Employees Referrals	67%
Walk In Applicants	44%
Newspaper Ads	39%
Employment Development Dept.	28%
Union Hall Referrals	6%
Public School or Program Referrals	6%
In House Promotion or Transfer	6%

Vacancies filled within the last 12 months were a result of:

New Positions	81%
Employees Leaving	13%
Temporary	3%
Promotion	3%

Gender Demographics:

Male	99%	Female	1%
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CASHIERS

OES: 490230

19 Firms Responding, 256 Jobs Represented

Alternate Title: Clerk, Checker

JOB DESCRIPTION

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size: Very Large
Projected Job Growth Rate: 28.3%
Growth: Much Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	5%	11%	52%	32%
Inexperienced	16%	26%	47%	11%

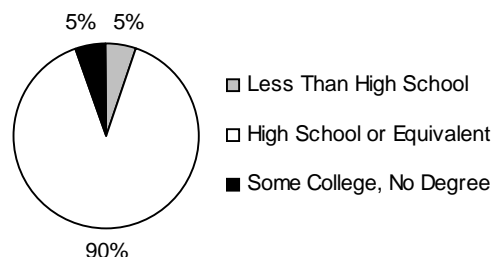
Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
Grocery Stores	33.8%	5411
Gasoline Service Stations	20.2%	5541
Eating Places	11.8%	5812
General		
Merchandise Stores	9.9%	5399
Other	24.3%	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	48%	26%	21%	5%
Training as a substitute for exp.	16%	21%	52%	11%

Many responding firms required an average of 3 months experience in the occupation. Additional experience included customer service.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Basic math, record keeping, cash handling, public contact, and oral communication.

Ability to: Stand continuously for 2 or more hours, work under pressure, work independently, work with close supervision, operate cash register, read and follow instructions.

WAGES

Non Union Wages:

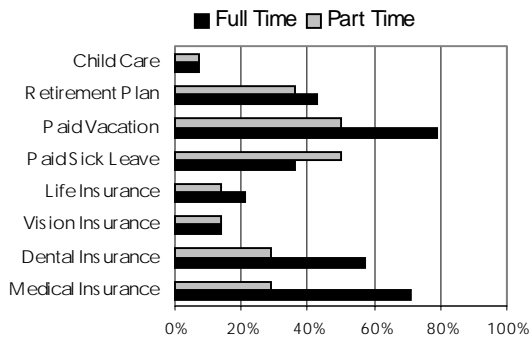
	Range	Median
New hires, no experience	\$4.75 - \$8.00	\$5.00
New to firm, experienced	\$4.75 - \$10.00	\$5.50
3+ yrs. of experience	\$5.50 - \$10.00	\$7.00

Union Wages:

	Range	Median
New hires, no experience	\$6.88 - \$6.88	\$6.88
New to firm, experienced	\$6.88 - \$6.88	\$6.88
3+ yrs. of experience	\$8.40 - \$8.40	\$8.40

Five percent of the responding firms were union and represent 10% of the occupational employment.

FRINGE BENEFITS



HOURS

Most responding firms offered full-time employment averaging 39 hours per week. Many firms offered part-time employment averaging 26 hours per week. A few firms offered temporary on-call employment averaging 18 hours per week, while a few firms offered seasonal employment averaging 39 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities were provided by almost all firms. Those reported were in management and clerical positions.

Recruitment methods included the following:

Walk In Applicants	79%
Employees Referrals	63%
In House Promotion or Transfer	42%
Employment Development Dept.	42%
Newspaper	21%
Private Employment Agencies	11%
Program Referrals	11%
Private School Referrals	11%

Vacancies filled within the last 12 months were a result of:

Temporary	42%
Employees Leaving	36%
New Positions	13%
Promotions	9%

Gender Demographics

Male 23% Female 77%

COUNTER AND RENTAL CLERKS

OES: 490170

17 Firms Responding, 89 Jobs Represented

Alternate Title: Clerks

JOB DESCRIPTION

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

EMPLOYMENT TRENDS

Occupational forecast: 1993-2000

Occupational Size: Large
Projected Job Growth Rate: 27.3%
Growth: Much Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	19%	6%	50%	25%
Inexperienced	35%	12%	47%	6%

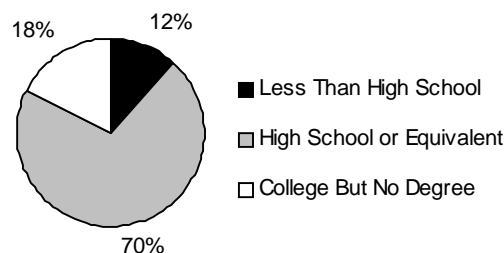
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Video Tape Rental	28.3%	7841
Department Stores	24.6%	5311
Bowling Centers	7.9%	7933
Help Supply Services	6.3%	7363
Public Golf Courses	5.8%	7992
Coin-Operated Laundries and Cleaning	4.7%	7215
Garment Pressing & Cleaners, Agents	3.7%	7212
Dry-cleaning Plants, Except Rug	3.1%	7216
Equipment Rental & Leasing, NEC	3.1%	7359
Other	12.5%	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	46%	24%	18%	12%
Training as a substitute for exp.	12%	41%	41%	6%

Many responding firms required an average of 5 months experience in the occupation or related work. Almost all employers were willing to substitute training in lieu of experience

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Operate a computer, cash handling, customer service, basic math and oral communication.

Ability to: Use calculator, operate cash register, stand continuously for 2 or more hours, work independently, write legibly, read and follow instructions.

COUNTER AND RENTAL CLERKS

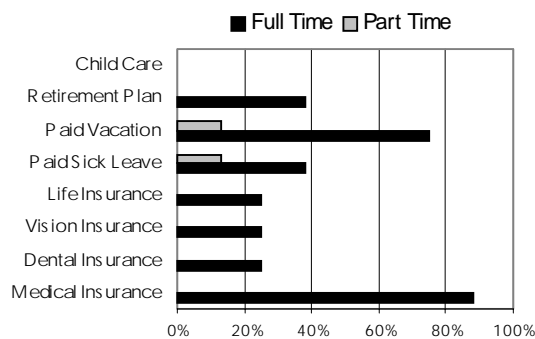
WAGES

Non Union Wages:

	Range	Median
New hires, no experience	\$4.75- \$6.50	\$5.00
New to firm, experienced	\$4.75- \$12.00	\$5.50
3+yrs. of experience	\$5.50- \$15.00	\$7.00

All responding firms were non union and made up 100% of the occupational employment.

FRINGE BENEFITS



HOURS

Most responding firms offered full-time employment of 40 hours per week. Most firms employed part-time workers averaging 22 hours per week and a few firms offered temporary on-call employment.

OTHER RELEVANT INFORMATION

Promotional opportunities available in many responding firms were in management.

Recruitment methods included the following:

Walk In Applicants	65%
Newspaper Ads	59%
Employees Referrals	41%
Employment Development Dept.	24%
Private Employment Agencies	12%
In House Promotion or Transfer	6%
Public School or Program Referrals	6%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	67%
New Positions	18%
Temporary	9%
Promotions	6%

Gender Demographics:

Male 35% Female 65%

DISPATCHERS - POLICE, FIRE, AMBULANCE

OES: 580020

14 Firms Responding, 85 Jobs Represented

Alternate Title: Public Safety Dispatch

JOB DESCRIPTION

Dispatchers - Police, Fire, and Ambulance, receive complaints from the public concerning crimes and police emergencies and broadcast orders to police radio patrol units in the vicinity to investigate. They operate radio and telephone equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size: Medium
Projected Job Growth Rate: 10.4%
Growth: Slower Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	7%	7%	57%	29%
Inexperienced	7%	29%	50%	14%

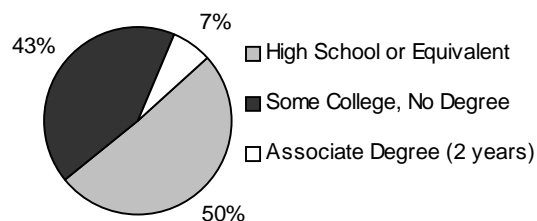
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Local Government	71.6%	9030
State Government	16.2%	9020
Local Passenger Transportation	12.2%	4119

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	51%	14%	21%	14%
Training as a substitute for exp.	7%	43%	36%	14%

Many responding firms required an average of 9 months experience in the occupation. Almost all employers were willing to substitute training in lieu of experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Customer service, oral communication, record keeping, map reading, filing, and telephone answering.

Knowledge of: Local streets.

Ability to: Work under pressure, write legibly, write effectively, perform basic mathematical computations, work independently, use a computer terminal, follow oral instructions, type 30 wpm and handle crisis situations.

DISPATCHERS - POLICE, FIRE AND AMBULANCE

WAGES

Non Union Wages:

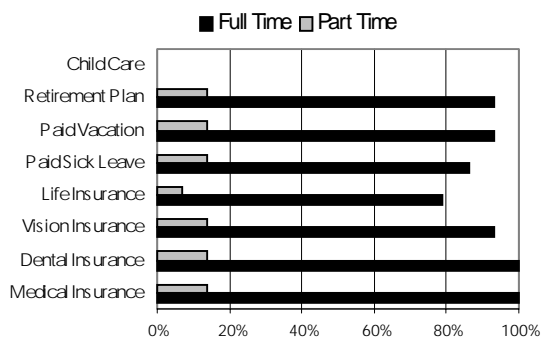
	<u>Range</u>	<u>Median</u>
New hires, no experience	\$5.25- \$10.00	\$6.71
New to firm, experienced	\$6.00- \$11.00	\$8.63
3+yrs. of experience	\$9.11- \$13.00	\$9.25

Union Wages:

	<u>Range</u>	<u>Median</u>
New hires, no experience	\$6.57- \$13.19	\$9.07
New to firm, experienced	\$6.88- \$20.14	\$10.01
3+yrs. of experience	\$9.52- \$21.39	\$11.33

Seventy-nine percent of responding firms are union and represent 78% of the occupational employment.

FRINGE BENEFITS



HOURS

All responding firms offered full-time employment averaging 40 hours per week. Few firms reported minimal part-time employment averaging 22 hours per week. A few firms offered temporary on-call positions averaging 13 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities were provided by most responding firms. These opportunities were in supervisory positions.

Recruitment methods included the following:

Newspaper Ads	86%
In House Promotion or Transfer	29%
Employees Referrals	21%
Employment Development Dept.	21%
Walk In Applicants	14%
Private Employment Agencies	7%

Vacancies filled within the last 12 months were a result of:

New Positions	56%
Employees Leaving	41%
Temporary	4%

Gender Demographics:

Male 32% Female 68%

FIREFIGHTERS

OES: 630080

10 Firms Responding, 116 Jobs Represented

JOB DESCRIPTION

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size:	Large
Projected Job Growth Rate:	9.8%
Growth:	Slower Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	50%	20%	10%	20%
Inexperienced	50%	0%	20%	30%

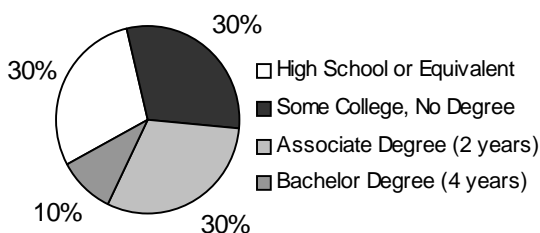
Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
Local Government	69.2%	9030
State Government	30.0%	9020
Other	0.8%	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	20%	20%	10%	50%
Training as a substitute for exp.	30%	40%	10%	20%

Almost all employers require an average of 12 months experience in firefighting. Most responding employers were willing to substitute training in lieu of experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Basic math, oral communication and public contact.

Knowledge of: Medical terminology and local streets.

Ability to: Administer first aid, apply principles of hazardous and toxic waste disposal, take vital signs, climb to high places, pass pre-employment medical examination, pass physical performance test, and work with close supervision and independently.

License, Certification and Other Qualifications:

Emergency Medical Technician Certificate, California class A drivers license, Firefighting I Certificate and clean police record.

WAGES

Non Union Wages:

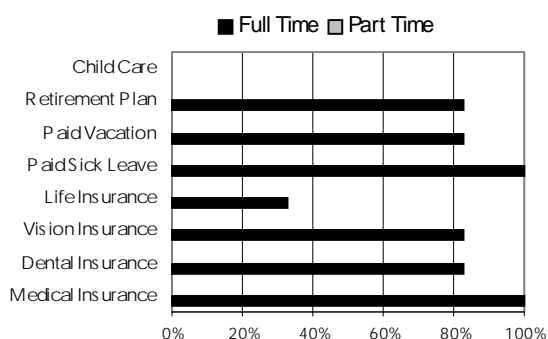
	<u>Range</u>	<u>Median</u>
New hires, no experience	\$4.75 - \$10.00	\$7.38
New to firm, experienced	\$4.75 - \$10.00	\$6.90
3+yrs. of experience	\$4.75 - \$12.50	\$9.21

Union Wages:

	<u>Range</u>	<u>Median</u>
New hires, no experience	\$7.15 - \$9.83	\$7.80
New to firm, experienced	\$7.50 - \$9.83	\$8.50
3+yrs. of experience	\$8.50 - \$11.23	\$9.25

Fifty percent of the responding firms are union and represent 61% of the occupational employment.

FRINGE BENEFITS



HOURS

Many responding employers offered full-time employment averaging 40 hours per week. Some employers offered temporary on-call employment averaging 38 hours per week. Some employers offered seasonal employment averaging 40 hours per week. Hours and shifts are long and varied.

OTHER RELEVANT INFORMATION

Promotional opportunities were provided by almost all firms. These included fire captain or fire chief.

Recruitment methods included the following:

Newspaper Ads	60%
In House Promotion or Transfer	50%
Walk In Applicants	40%
Employees Referral	40%
Employment Development Dept.	40%
Public School or Program Referrals	20%

Vacancies filled within the last 12 months were a result of:

Temporary	96%
Employees Leaving	4%

Gender Demographics:

Male	90%	Female	10%
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FOOD PREPARATION WORKERS

OES: 650380

16 Firms Responding, 137 Jobs Represented

Alternate Title: Prep Cook

JOB DESCRIPTION

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size: Very Large
Projected Job Growth Rate: 20.7%
Growth: Much Faster Than Average

Labor Supply and Demand Assessment:

Degree of Difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	31%	19%	37%	13%
Inexperienced	31%	25%	31%	13%

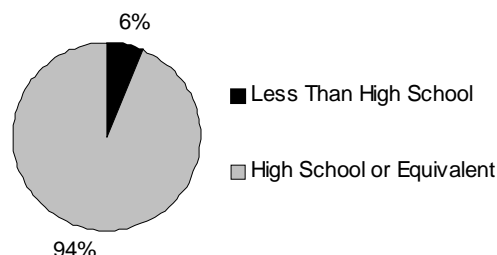
Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
Eating Places	55.8%	5812
Elem. & Secondary Schools	15.1%	8211
Grocery Stores	10.7%	5411
Other	18.4%	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	40%	40%	13%	7%
Training as a substitute for exp.	7%	53%	20%	20%

Most employers required an average of 10 months experience in the occupation. Almost all employers were willing to accept training in lieu of experience.

JOB SPECIFICATIONS

These job specification skills were rated by employers as being very important:

Skills: Basic math, oral communication, public contact, sandwich and salad making.

Ability to: Operate cash register, handle multiple food orders in a timely fashion, work rapidly, stand continuously for 2 or more hours, read and follow instructions, write legibly, work under pressure.

FOOD PREPARATION WORKERS

WAGES

Non Union Wages:

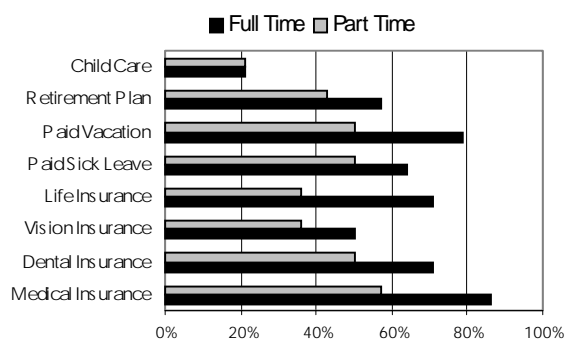
	<u>Range</u>	<u>Median</u>
New hires, no experience	\$4.40 - \$7.21	\$4.75
New to firm, experienced	\$4.72 - \$7.25	\$6.50
3+yrs. of experience	\$6.00 - \$8.00	\$7.39

Union Wages:

	<u>Range</u>	<u>Median</u>
New hires, no experience	\$6.31 - \$7.97	\$6.91
New to firm, experienced	\$6.80 - \$8.20	\$7.42
3+yrs. of experience	\$7.50 - \$10.00	\$7.99

Thirty-one percent of all responding firms are union and represent 16% of the occupational employment.

FRINGE BENEFITS



HOURS

Most employers offered full-time employment averaging 38 hours per week. Most employers offered part-time employment averaging 26 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in almost all responding firms. These opportunities were in all-around cooking and in management and supervisory positions.

Recruitment methods included the following:

Walk In Applicants	69%
In House Promotion or Transfer	56%
Employees Referrals	56%
Newspaper Ads	50%
Employment Development Dept.	25%
Public School or Program Referrals	13%
Private School Referrals	6%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	90%
New Positions	7%
Promotions	3%

Gender Demographics:

Male 31% Female 69%

FORESTERS AND CONSERVATION SCIENTISTS

OES: 243020

13 Firms Responding, 401 Jobs Represented

JOB DESCRIPTION

Foresters and Conservation Scientists plan, develop, and control environmental factors affecting forests, range land, and farm land and their resources for economic and recreational purposes through activities such as researching soil erosion, conducting fire prevention programs, reforestation, and preservation of nature resources.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size: Large
Projected Job Growth Rate: 3.2%
Growth: Slower Than Average

Labor Supply and Demand Assessment:

Degree of Difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	46%	15%	31%	8%
Inexperienced	64%	9%	27%	0%

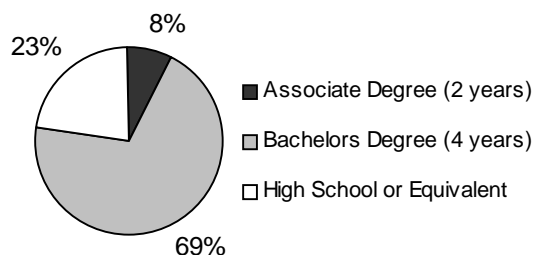
Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
Local Government	78.9%	9010
State Government	15.8%	9020
Sawmills & Planning Mills	5.3%	2421

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	31%	23%	23%	23%
Training as a substitute for exp.	23%	62%	0%	15%

An average of 15 months experience in forestry was required by most employers. However most employers were willing to substitute training in lieu of experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Negotiation, property management, tactfulness, basic math and oral communication.

Knowledge of: Environmental controls and regulations.

Ability to: Walk for prolonged periods of time, work outdoors in all weather-conditions, apply complex rules and regulations, work independently, maintain good business relationships, manage multiple priorities, make decisions, and consider long-range effects of decisions.

License, Certification and Other Qualifications: State Certified.

FORESTERS AND CONSERVATION SCIENTISTS

WAGES

Non Union Wages:

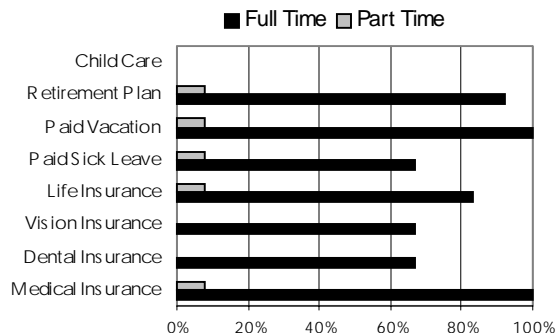
	Range	Median
New hires, no experience	\$8.00 - \$17.26	\$11.25
New to firm, experienced	\$10.00 - \$32.60	\$14.69
3+yrs. of experience	\$12.38 - \$35.48	\$21.28

Union Wages:

	Range	Median
New hires, no experience	\$7.15 - \$22.39	\$14.77
New to firm, experienced	\$9.80 - \$22.39	\$16.10
3+yrs. of experience	\$12.14 - \$27.22	\$19.68

Seventeen percent of the responding firms are union and represent 67% of the occupational employment.

FRINGE BENEFITS



HOURS

Almost all responding firms offered full-time employment averaging 40 hours per week. Some firms offered seasonal employment averaging 40 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in almost all firms. Those reported included higher levels of forestry positions.

Recruitment methods included the following:

Newspaper Ads	46%
Public School or Program Referrals	38%
Employees Referral	23%
In House Promotion or Transfer	23%
Private Employment Agencies	15%
Walk In Applicants	15%
Employment Development Dept.	15%

Vacancies filled within the last 12 months were a result of:

Temporary	94%
New Positions	3%
Employees Leaving	2%
Promotion	1%

Gender Demographics:

Male 91% Female 9%

GARDENERS, GROUNDKEEPERS-EXCEPT FARM

OES: 790300

18 Firms Responding, 78 Jobs Represented

Alternate Title: Maintenance Worker; Landscaper

JOB DESCRIPTION

Gardeners and Groundskeepers

maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small scale landscaping operations. They may dig and prepare graves. Does not include Groundkeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size: Very Large
Projected Job Growth Rate: 17.1%
Growth: Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	39%	11%	33%	17%
Inexperienced	33%	17%	33%	17%

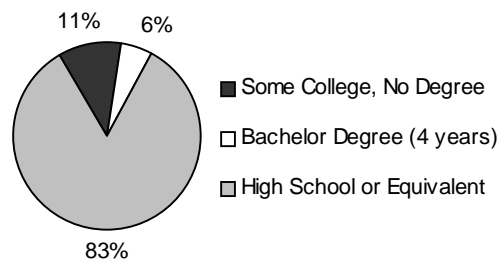
Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
Local Government	34.9%	9030
Elem. & Secondary Schools	13.0%	8211
Lawn and Garden Services	9.9%	0782
Trailer Parks & Campsites	8.3%	7033
Public Golf Courses	4.9%	7992
Hotels and Motels	4.2%	7011
Civic and Social Assoc.	3.6%	8641
Other	21.2%	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	11%	34%	33%	22%
Training as a substitute for exp.	17%	55%	22%	6%

Almost all responding employers required an average of 10 months experience in the occupation. This included landscaping and grounds maintenance. Almost all employers were willing to substitute training for work experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Pruning, plumbing repair, sprinkler installation, sprinkler repair, public contact, oral communication and basic math.

Knowledge of: Horticulture, gardening tools, pesticides and herbicides.

Ability to: Lift 75 lbs. repeatedly, work independently, operate tractor, read and follow instructions, and write legibly.

GARDENERS, GROUNDKEEPERS-EXCEPT FARM

WAGES

Non Union Wages:

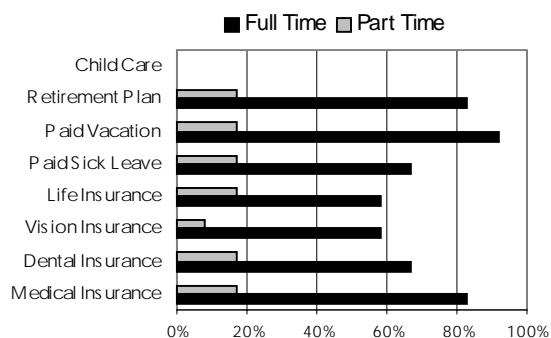
	<u>Range</u>	<u>Median</u>
New hires, no experience	\$4.75 - \$8.51	\$5.50
New to firm, experienced	\$5.25 - \$9.38	\$6.25
3+yrs. of experience	\$6.00 - \$10.33	\$7.75

Union Wages:

	<u>Range</u>	<u>Median</u>
New hires, no experience	\$7.50 - \$11.06	\$9.55
New to firm, experienced	\$8.00 - \$11.06	\$9.84
3+yrs. of experience	\$9.00 - \$15.00	\$11.24

Thirty-nine percent of all responding firms are union and represent 42% of the occupational employment.

FRINGE BENEFITS



HOURS

Almost all firms offered full-time employment of 40 hours per week. Some firms offered part-time employment averaging 26 hours per week. Some responding firms offered seasonal employment averaging 39 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities were provided by many firms. These were in lead and supervisor positions.

Recruitment methods included the following:

Newspaper Ads	50%
Walk In Applicants	44%
Employees Referrals	39%
Employment Development Dept.	28%
In House Promotion or Transfer	11%
Public School or Program Referrals	11%
Private School Referrals	6%

Vacancies filled within the last 12 months were a result of:

Temporary	74%
Employees Leaving	19%
Promotions	7%

Gender Demographics

Male	95%	Female	5%
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GRADER, DOZER, AND SCRAPER OPERATORS

OES: 979380

18 Firms Responding, 186 Jobs Represented

Alternate Title: Equipment Operators

JOB DESCRIPTION

Grader, Dozer, and Scraper Operators operate power vehicles equipped with blades to remove, distribute, level, or grade earth. Does not include workers who operate paving, surfacing and tamping equipment.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size:	Medium
Projected Job Growth Rate:	15.2%
Growth:	Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	6%	6%	66%	22%
Inexperienced	6%	28%	22%	44%

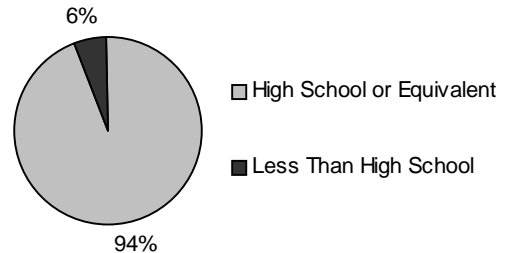
Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
Logging	24.5%	2411
Heavy Construction	22.6%	1629
Sawmills & Planning Mills	15.1%	2421
Ready - Mixed Concrete	15.1%	3273
Highway & Street Construction	9.4%	1611
Excavation Work	7.5%	1794
Other	5.8%	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	0%	17%	44%	39%
Training as a substitute for exp.	22%	66%	6%	6%

All responding firms required experience in the occupation averaging 10 months. Most employers were willing to substitute training in lieu of experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Basic construction, basic math, oral communication, automotive maintenance and minor repair, write legibly, work independently, read and follow instructions.

Ability to: Follow safe equipment operating practices, read blueprints, read working drawings, good eye/hand/foot coordination, write legibly.

GRADER, DOZER, AND SCRAPER OPERATORS

WAGES

Non Union Wages:

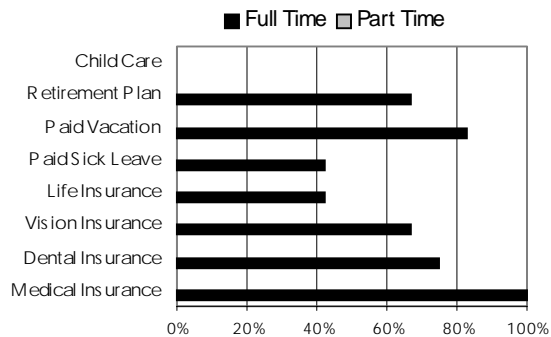
	<u>Range</u>	<u>Median</u>
New hires, no experience	\$6.00 - \$15.31	\$11.00
New to firm, experienced	\$8.00 - \$16.89	\$12.50
3+yrs. of experience	\$10.00 - \$18.00	\$14.65

Union Wages:

	<u>Range</u>	<u>Median</u>
New hires, no experience	\$7.00 - \$19.56	\$10.75
New to firm, experienced	\$9.37 - \$19.56	\$12.48
3+yrs. of experience	\$10.33 - \$21.86	\$14.50

Thirty-three percent of responding firms were union and represent 43% of the occupational employment.

FRINGE BENEFITS



HOURS

Most responding firms offered full-time employment averaging 40 hours per week. Most firms offered seasonal employment averaging 40 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities offered by many firms were in supervisory positions.

Recruitment methods included the following:

Employee Referrals	56%
Walk In Applicants	44%
In House Promotion or Transfer	39%
Newspaper Ads	28%
Employment Development Dept.	22%

Vacancies filled within the last 12 months were a result of:

Temporary	51%
New Positions	40%
Employees Leaving	9%

Gender Demographics:

Male	96%	Female	4%
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HIGHWAY MAINTENANCE WORKERS

OES: 877110

12 Firms Responding, 160 Jobs Represented

Alternate Title: Road Maintenance Workers

JOB DESCRIPTION

Highway Maintenance Workers maintain highways, municipal and rural roads, airport runways, and rights-of-way in safe condition by performing a combination of the following duties: patch broken or eroded pavement or erect and repair guard rails, highway markers, and snow fences using a posthole digger, shovel, ax, saw, hammer and nails, and power tools. They may also clear brush or plant vegetation along rights-of-way.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size: Large
Projected Job Growth Rate: 20.6%
Growth: Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	50%	8%	25%	17%
Inexperienced	50%	25%	8%	17%

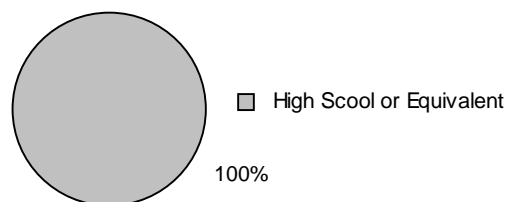
Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
Local Government	84.2%	9030
State Government	14.9%	9020
Other	.9%	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	8%	25%	17%	50%
Training as a substitute for exp.	25%	67%	8%	0%

Almost all responding employers required an average of 13 months experience in the occupation. This included heavy equipment operator and road construction. Most employers were willing to accept training in lieu of experience.

JOB SPECIFICATIONS

These job specifications are rated as being very important:

Skills: Computer operation, landscape maintenance, sprinkler repair, basic math and oral communication.

Knowledge of: Tar and asphalt mixtures, basic auto mechanics, turf grass plants, ornamental plants, pesticides and herbicides.

Ability to: Operate asphalt paving machines, implement safe work practices, operate power hand tools, operate heavy machines, perform strenuous physically demanding work, lift at least 75 lbs. repeatedly, read and follow instructions.

HIGHWAY MAINTENANCE WORKERS

WAGES

Non Union Wages:

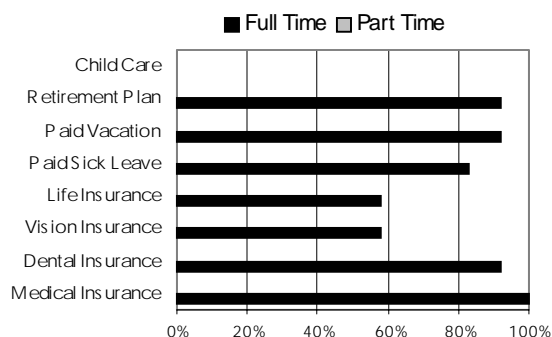
	Range	Median
New hires, no experience	\$8.00 - \$10.00	\$9.00
New to firm, experienced	\$10.00 - \$12.00	\$11.00
3+yrs. of experience	\$12.00 - \$14.00	\$13.00

Union Wages:

	Range	Median
New hires, no experience	\$8.37 - \$20.72	\$10.23
New to firm, experienced	\$8.37 - \$20.72	\$10.23
3+yrs. of experience	\$9.37 - \$20.72	\$12.47

Eighty-three percent of the responding firms are union and represent 80% of the occupational employment

FRINGE BENEFITS



An additional benefit offered by a few firms for full-time employees was holiday pay.

HOURS

Almost all responding firms offered full-time employment averaging 40 hours per week. Most employers offered seasonal employment averaging 40 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities available in most responding firms included advanced or senior road worker and supervisory positions.

Recruitment methods included the following:

Newspaper Ads	67%
In House Promotion or Transfer	50%
Walk In Applicants	42%
Employment Development Dept.	33%
Employee Referrals	33%
Union Hall Referrals	17%
Public School or Program Referrals	8%
Private School Referrals	8%
Private Employment Agencies	8%

Vacancies filled within the last 12 months were a result of:

Temporary	81%
Employees Leaving	9%
Promotions	6%
New Positions	4%

Gender Demographics:

Male 95% Female 5%

JANITORS AND CLEANERS

OES: 670050

23 Firms Responding, 130 Jobs Represented

Alternate Title: Custodians, Maintenance Workers

JOB DESCRIPTION

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boilers, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalks. Does not include Maids and Housekeepers.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size: Very Large
Projected Job Growth Rate: 3.8%
Growth: Slower Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	35%	17%	13%	35%
Inexperienced	30%	22%	35%	13%

Where the jobs are:

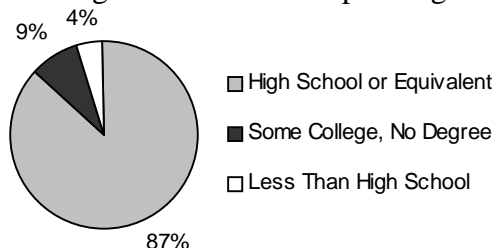
	<u>Percent</u>	<u>SIC*</u>
Elementary and Secondary Schools	33.2%	8211
Maintenance Services	12.3%	7349
Hotels and Motels	8.4%	7011
Eating Places	7.3%	5812
Grocery Stores	6.0%	5411
Junior Colleges	2.6%	8222
Canned Fruits and Vegetables	2.6%	2033
Fresh or Frozen Prepared Fish	2.3%	2092
General Medical and Surgical Hospitals	2.2%	8062
Drinking Places	1.8%	5813
Department Stores	1.2%	5311
Gasoline Service Stations	1.2%	5541
Civic and Social Associations	1.1%	8641
Other	17.8%	

Job Training Center Of Tehama County

California Cooperative Occupational Information System

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	43%	35%	13%	9%
Training as a substitute for exp.	17%	22%	48%	13%

Many responding firms do not require experience. Almost all responding firms were willing to accept training in lieu of experience. Those responding firms who require experience reported an average of 9 months in the occupation. Also reported were custodian and maintenance positions.

JOB SPECIFICATIONS

These job specifications were rated by responding employers as being very important:

Skills: Brush painting, lawn and garden care, window washing, pest extermination, carpentry, basic math and oral communication.

Knowledge of: Cleaning compounds and solutions.

Ability to: Operate floor polishing equipment, shampoo carpets, lift at least 100 lbs. repeatedly, and work independently.

*Standard Industrial Classification

JANITORS AND CLEANERS

WAGES

Non Union Wages:

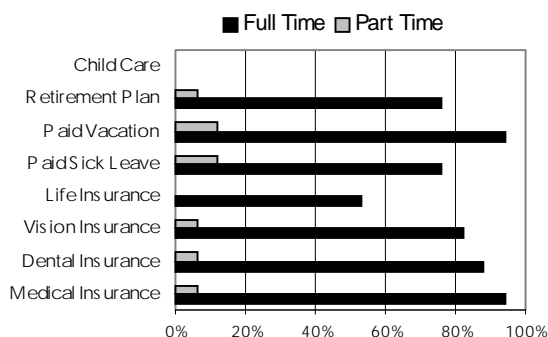
	<u>Range</u>	<u>Median</u>
New hires, no experience	\$4.75 - \$10.05	\$5.50
New to firm, experienced	\$4.75 - \$10.05	\$5.50
3+yrs. of experience	\$5.30 - \$13.00	\$7.00

Union Wages:

	<u>Range</u>	<u>Median</u>
New hires, no experience	\$5.44 - \$10.14	\$8.67
New to firm, experienced	\$5.44 - \$10.14	\$8.67
3+yrs. of experience	\$8.25 - \$11.51	\$9.94

Thirty-six percent of responding firms are union and represent 31% of the occupational employment.

FRINGE BENEFITS



Additional benefits reported by a few firms for full-time employees included: long term disability insurance, a meal per day. A part-time benefit offered was employee discounts.

HOURS

Almost all responding firms offered full-time employment averaging 39 hours per week. Some firms employed part-time workers who averaged 21 hours per week. A few employers offered temporary on-call employment averaging 26 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities were provided by most employers in supervisory positions.

Recruitment methods included the following:

Newspaper Ads	61%
Walk In Applicants	43%
Employees Referrals	26%
In House Promotion or Transfer	26%
Employment Development Dept.	26%
Public School or Program Referrals	9%
Private Employment Agencies	9%
Private School Referrals	4%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	40%
Promotions	32%
New Positions	20%
Temporary	8%

Gender Demographics

Male 48% Female 52%

MAIDS AND HOUSEKEEPING CLEANERS

OES: 670020

16 Firms Responding, 118 Jobs Represented

Alternate Title: Environmental Service Worker

JOB DESCRIPTION

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size: Very Large
Projected Job Growth Rate: 14.4%
Growth: Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	13%	19%	31%	37%
Inexperienced	13%	31%	50%	6%

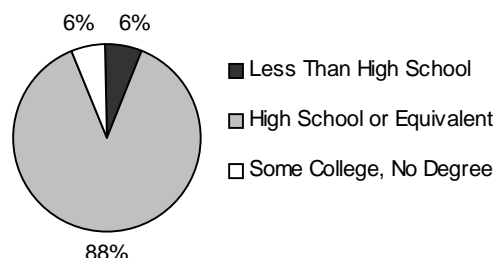
Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
Hotels Motels	66.3%	7011
General Medical & Surgical Hospital	12%	8062
Nursing and Personal Care, NEC	6%	8059
Other	15.7%	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	68%	19%	13%	0%
Training as a substitute for exp.	6%	6%	75%	13%

Some responding firms required an average of 6 months experience in housekeeping. Almost all responding firms were willing to accept training in lieu of work experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Basic math.

Knowledge of: Cleaning compound solutions.

Ability to: Operate commercial vacuum cleaners, administer emergency first aid, stand for prolonged periods, lift at least 50 lbs. repeatedly, work with close supervision or work independently, follow oral instructions, write legibly, read and follow instructions.

MAIDS AND HOUSEKEEPING CLEANERS

WAGES

Non Union Wages:

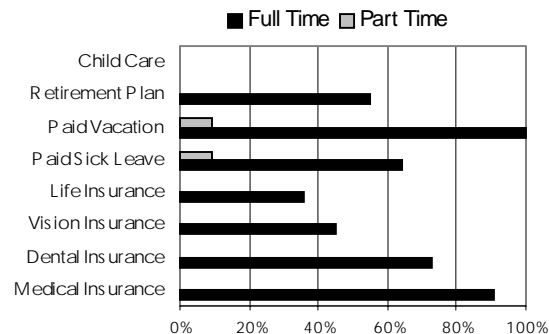
	<u>Range</u>	<u>Median</u>
New hires, no experience	\$4.75 - \$7.85	\$4.75
New to firm, experienced	\$4.75 - \$7.85	\$4.75
3+yrs. of experience	\$5.25 - \$9.00	\$6.25

Union Wages:

	<u>Range</u>	<u>Median</u>
New hires, no experience	\$5.15 - \$5.69	\$5.36
New to firm, experienced	\$5.15 - \$6.15	\$5.36
3+yrs. of experience	\$5.15 - \$8.25	\$7.70

Nineteen percent of the responding firms are union and represent 24% of the occupational employment.

FRINGE BENEFITS



HOURS

Many responding firms offered full-time employment averaging 39 hours per week. Many responding firms offered part-time employment averaging 22 hours per week. Some firms offered temporary on-call employment averaging 22 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in most responding firms. Those reported included supervisory positions. A few firms promoted to other departments with cross training.

Recruitment methods included the following:

Newspaper Ads	63%
Walk In Applicants	56%
Employees Referral	50%
Employment Development Dept.	50%
In House Promotion or Transfer	31%
Public School or Program Referrals	19%
Private Employment Agencies	6%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	77%
Temporary	19%
Promotions	2%
New Positions	2%

Gender Demographics

Male 16% Female 84%

MAINTENANCE REPAIRERS - GENERAL UTILITY

OES: 851320

25 Firms Responding, 186 Jobs Represented

Alternate Title: Maintenance Worker, Custodian

JOB DESCRIPTION

Maintenance Repair - General Utility

perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry and electrical work, as well as planning and layout of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment, and repairing buildings, floors, or stairs.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size: Very Large
Projected Job Growth Rate: 10.7%
Growth: Slower Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	16%	28%	36%	20%
Inexperienced	21%	21%	33%	25%

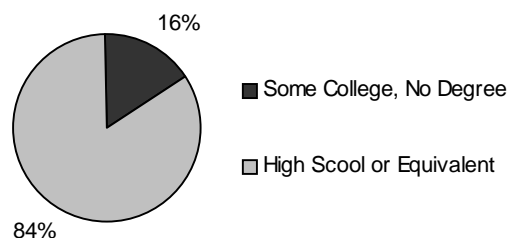
Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
Elementary and Secondary Schools	15.9%	8211
Local Government	11.3%	9030
Hotels and Motels	5.9%	7011
Federal Government	4.7%	9010
Sawmill and Planing Mills, General	4.0%	2421
Single - Family Housing Construction	3.4%	1521
Dehydrated Fruits, Vegetables, Soup	3.1%	2034
General Medical & Surgical Hospital	3.0%	8062
Repair Service, NEC	2.8%	7699
Liquefied Petroleum Gas Dealers	2.7%	5984
Apartment Building Operators	2.4%	6513
Corrugated & Solid Fiber Boxes	2.3%	2653
Eating Places	2.2%	5812
Real Estate Agents & Managers	2.2%	6531
Business Associations	2.1%	8611
Department Stores	1.8%	5311
State Government	1.7%	9020
Bowling Centers	1.5%	7933
Public Golf Courses	1.2%	7992
Membership Sports & Recreations Club	1.2%	7997
Other	24.6%	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	12%	24%	12%	52%
Training as a substitute for exp.	32%	52%	12%	4%

MAINTENANCE REPAIRERS - GENERAL UTILITY

Almost all responding employers required an average of 12 months experience in the occupation. These included: mechanical repair and custodial experience. Most responding employers were willing to substitute training for experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Swimming pool maintenance, arc welding, gas welding, painting, carpentry, electrical repair, plumbing repair, basic math, oral communication.

Knowledge of: Mechanics of new machinery, electronics and hazardous materials.

Ability to: Read blueprints, operate power hand tools, do cement work, repair and install heating and air conditioning systems, to lift at least 50 lbs. repeatedly, provide own hand tools, work independently, read and follow instructions.

WAGES

Non Union Wages:

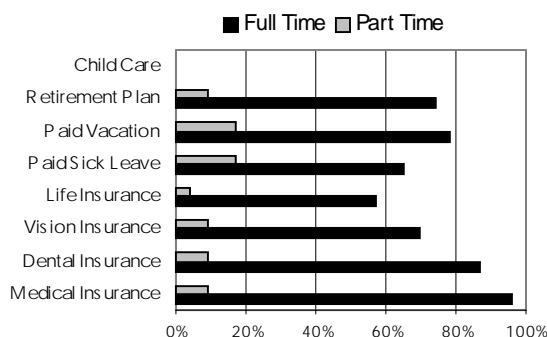
	Range	Median
New hires, no experience	\$5.00 - \$11.23	\$7.78
New to firm, experienced	\$5.75 - \$12.35	\$8.50
3+yrs. of experience	\$5.75 - \$14.87	\$10.74

Union Wages:

	Range	Median
New hires, no experience	\$7.93 - \$11.00	\$9.84
New to firm, experienced	\$8.33 - \$14.52	\$10.62
3+yrs. of experience	\$8.74 - \$15.73	\$12.29

Forty percent of responding firms were union and represent 63% of the occupational employment.

FRINGE BENEFITS



HOURS

All responding firms offered full-time employment of 40 hours per week. A few firms offered part-time employment of 22 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in many of the responding firms in management and supervision.

Recruitment methods included the following:

Newspaper Ads	67%
Walk In Applicants	50%
In House Promotion or Transfer	46%
Employee Referrals	42%
Public School or Program Referrals	21%
Employment Development Dept.	17%
Private Employment Agencies	8%
Private School Referrals	8%
Union Hall Referrals	4%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	60%
New Positions Created	20%
Temporary	12%
Promotions	8%

Gender Demographics

Male	96%	Female	4%
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NURSE AIDES

OES: 660080

15 Firms Responding, 329 Jobs Represented

Alternate Title: Certified Nurse Aides (CNA), Registered Nurse Aides (RNA)

JOB DESCRIPTION

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients call bells, serving and collecting food trays, and feeding patients. Nurse aides may be called assistants, attendants, or orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Do not include Psychiatric Aid and Home Health Aids.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size:	Very Large
Projected Job Growth Rate:	16.2%
Growth:	Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	13%	27%	27%	33%
Inexperienced	7%	33%	33%	27%

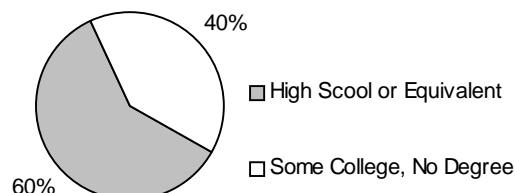
Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
General Medical & Surgical Hospitals	43.7%	8062
Nursing and Personal Care, NEC	27.1%	8059
Skilled Nursing Care Facilities	23.9%	8051
Others	5.3%	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	47%	40%	13%	0%
Training as a substitute for exp.	7%	40%	40%	13%

Many responding firms required an average of 12 months experience in the occupation or related work. This included long term care. Almost all responding firms were willing to accept training in lieu of work experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Record keeping, post surgical care, basic math and oral communications.

Knowledge of: Orthopedic care, understandings of asepsis, surgical preparation procedures.

Ability to: Provide personal services to patients, administer emergency first aid, apply dressings and compresses, apply transferring techniques moving patients, perform CPR, handle crisis situations, work independently, or with close supervision.

WAGES

Non Union Wages:

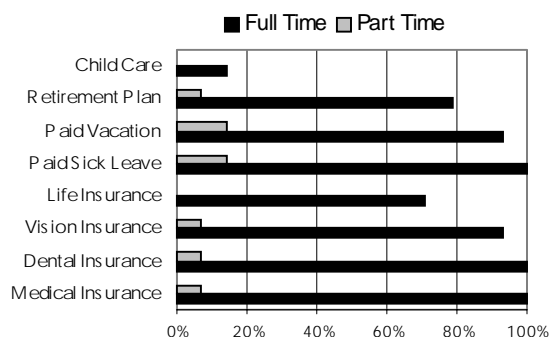
	<u>Range</u>	<u>Median</u>
New hires, no experience	\$5.47 - \$7.76	\$5.85
New to firm, experienced	\$5.75 - \$8.00	\$6.00
3+yrs. of experience	\$6.25 - \$10.00	\$6.93

Union Wages:

	<u>Range</u>	<u>Median</u>
New hires, no experience	\$8.00 - \$8.43	\$8.22
New to firm, experienced	\$8.00 - \$8.69	\$8.35
3+yrs. of experience	\$8.99 - \$9.55	\$9.27

Thirteen percent of the responding firms are union and represent 8% of the occupational employment.

FRINGE BENEFITS



HOURS

Almost all responding firms offered full-time employment averaging 39 hours per week. Most responding firms offered part-time employment averaging 21 hours per week. A few firms offered temporary on-call employment averaging 8 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in almost all firms. Those reported included LVN (with schooling), RN (with schooling) and clerical.

Recruitment methods included the following:

Newspaper Ads	93%
Walk In Applicants	53%
Public School or Program Referrals	40%
Employees Referral	40%
Employment Development Dept.	27%
In House Promotion or Transfer	20%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	79%
New Positions	18%
Promotions	3%

Gender Demographics:

Male	10%	Female	90%
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PHARMACY TECHNICIANS

OES: 325181

15 Firms Responding, 47 Jobs Represented

Alternate Title: Pharmacy Clerk

JOB DESCRIPTION

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Their duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size: Medium
Projected Job Growth Rate: 29.8%
Growth: Much Faster Than Average

Labor Supply and Demand Assessment:

Degree of Difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	40%	7%	20%	33%
Inexperienced	40%	13%	20%	27%

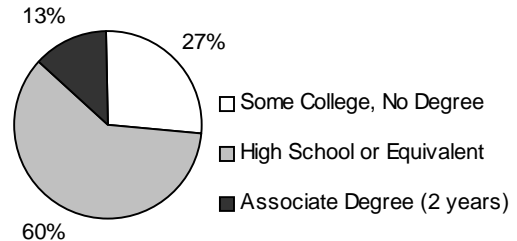
Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
Drug Stores	65.6%	5912
General Medical & Surgical Hospital	27.9%	8062
Misc. Gen. Merchandise Stores	6.6%	5399

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	33%	27%	27%	13%
Training as a substitute for exp.	33%	60%	0%	7%

Most responding employers required work experience in the occupation averaging 10 months experience. Most responding firms were willing to substitute training in lieu of experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Basic math, oral communication, skills operate a computer terminal, and public contact skills.

Knowledge of: Chemical compounds.

Ability to: Complete and explain insurance forms, calculate weights and measurements, apply sterilization techniques, measure and calculate using metrics, accurately record and report information, follow government regulations and reporting requirements, pay close attention to detail, work independently, read and follow directions.

PHARMACY TECHNICIANS

WAGES

Non Union Wages:

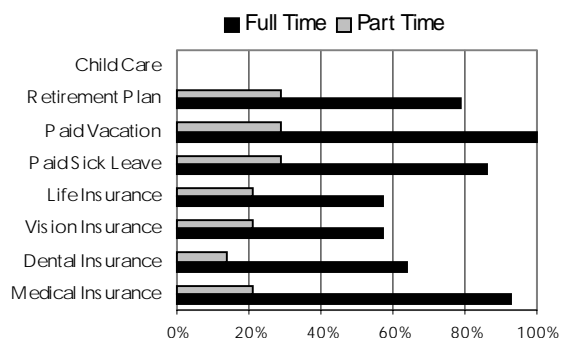
	Range	Median
New hires, no experience	\$5.15 - \$9.96	\$6.00
New to firm, experienced	\$6.00 - \$10.50	\$8.00
3+yrs. of experience	\$7.50 - \$15.00	\$11.00

Union Wages:

	Range	Median
New hires, no experience	\$6.50 - \$8.00	\$7.25
New to firm, experienced	\$8.00 - \$10.00	\$9.00
3+yrs. of experience	\$12.00 - \$12.00	\$12.00

Thirteen percent of responding firms are union and represent 9% of the occupational employment.

FRINGE BENEFITS



HOURS

Almost all responding firms offered full-time employment averaging 39 hours per week. Some responding firms offered part-time employment averaging 22 hours per week. A few firms offered temporary on-call employment averaging 12 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed with some firms but most responding firms did not promote from this level. Of those who did promote, the opportunities were in pharmacist positions with training and credentials.

Recruitment methods included the following:

Newspaper Ads	53%
Employees Referral	47%
In House Promotion or Transfer	47%
Walk In Applicants	33%
Employment Development Dept.	13%
Public School or Program Referrals	13%
Private Employment Agencies	7%
Private School Referrals	7%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	50%
New Positions	40%
Temporary	10%

Gender Demographics:

Male 6% Female 94%

POLICE PATROL OFFICERS

OES: 630140

13 Firms Responding, 306 Jobs Represented

JOB DESCRIPTION

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size: Very Large
Projected Job Growth Rate: 13.4%
Growth: Average

Labor Supply and Demand Assessment:

Degree of Difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	8%	31%	38%	23%
Inexperienced	23%	23%	23%	31%

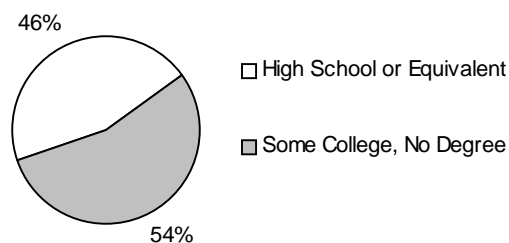
Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
Local Government	52.4%	9030
State Government	47.6%	9020
Other	2.19%	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	15%	38%	47%	0%
Training as a substitute for exp.	8%	53%	31%	8%

Almost all employers require an average of 7 months experience in law enforcement. Almost all responding employers were willing to substitute training in lieu of experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Verbal presentation, analytical public contact, basic math and oral communication.

Ability to: Administer emergency first aid, understand foreign accents, pass pre-employment medical examination, pass physical performance test, understand a variety of cultures, read and comprehend information quickly, pass psychological interview and work independently.

License, Certification and Other Qualifications: Possession of Firearms Qualifications Card.

POLICE PATROL OFFICERS

WAGES

Non Union Wages:

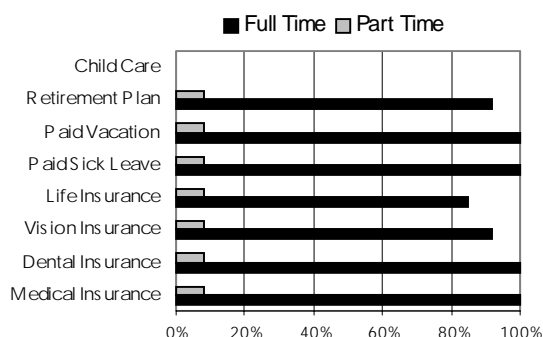
	Range	Median
New hires, no experience	\$12.20 - \$12.20	\$12.20
New to firm, experienced	\$12.20 - \$12.20	\$12.20
3+yrs. of experience	\$14.00 - \$14.00	\$14.00

Union Wages:

	Range	Median
New hires, no experience	\$8.63 - \$15.75	\$10.82
New to firm, experienced	\$8.63 - \$18.16	\$11.74
3+yrs. of experience	\$11.51 - \$22.06	\$13.68

Ninety-two percent of the responding firms are union and represent 90% of the occupational employment.

FRINGE BENEFITS



HOURS

All responding firms offered full-time employment averaging 39 hours per week. A few offered part-time employment averaging 8 hours per week. Some employers offered temporary on call employment averaging 6 hour per week. Those few employers who offered seasonal employment averaged 13 hour per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in almost all firms. Those reported include sergeant and lieutenant.

Recruitment methods included the following:

Newspaper Ads	92%
In House Promotion or Transfer	46%
Employees Referral	38%
Walk In Applicants	31%
Private School Referral	15%
Employment Development Dept.	15%
Public School or Program Referrals	8%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	51%
New Positions	34%
Promotions	13%
Temporary	2%

Gender Demographics:

Male	94%	Female	6%
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RADIOLOGIC TECHNOLOGISTS - DIAGNOSTIC

OES: 329210

18 Firms Responding, 62 Jobs Represented

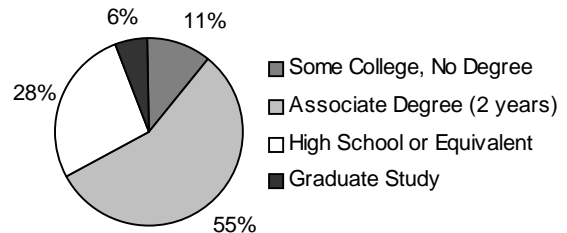
Alternate Title: X-Ray Tech, Radiology Tech

JOB DESCRIPTION

Radiologic Technologists - Diagnostic, safely uses x-ray equipment, including CT scanners, to demonstrate designated portions of the human body on x-ray films or fluoroscopic screens for diagnostic purpose. They are also known as Radiographers.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size: Medium
 Projected Job Growth Rate: 25.3%
 Growth: Much Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	17%	17%	27%	39%
Inexperienced	18%	24%	29%	29%

Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
General Medical & Surgical Hospital	53.8%	8062
Office/Clinics of Medical Doctors	44.2%	8011
Other	2.0%	

*Standard Industrial Classification

Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	28%	22%	28%	22%
Training as a substitute for exp.	28%	50%	11%	11%

Most responding firms required experience in the occupation averaging 12 months. These included x-ray tech and registered dental assistants. Most all firms were willing to substitute training in lieu of experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Record keeping, ultrasound scanning, CT scanning, public contact, oral communications,

Knowledge of: Medical terminology.

Ability to: Use film developing equipment, follow fluoroscopic imaging procedures, administer magnetic resonance imaging, transferring techniques moving patients, work under pressure.

Licenses, Certifications, and Qualifications: American Registry of Radiologic Technologists registration, State Cathode Ray Technologists certificate.

RADIOLOGIC TECHNOLOGISTS - DIAGNOSTIC

WAGES

Non Union Wages:

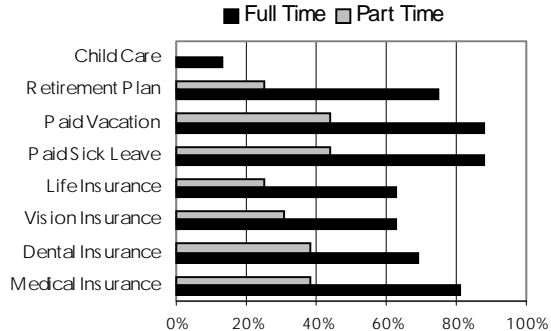
	<u>Range</u>	<u>Median</u>
New hires, no experience	\$5.00 - \$15.00	\$9.60
New to firm, experienced	\$7.00 - \$20.00	\$10.47
3+yrs. of experience	\$9.00 - \$25.00	\$12.78

Union Wages:

	<u>Range</u>	<u>Median</u>
New hires, no experience	\$11.66 - \$13.04	\$11.75
New to firm, experienced	\$11.75 - \$14.38	\$13.53
3+yrs. of experience	\$13.51 - \$17.24	\$14.71

Twenty-two percent of the responding firms are union and represent 18% of the occupational employment.

FRINGE BENEFITS



HOURS

Most responding firms offered full-time employment averaging 40 hours per week. Many firms offered part-time employment averaging 25 hours per week. Some firms offered temporary on-call employment averaging 12 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities most responding firms did not promote from this level. Of those who did promote, the opportunities existed in ultrasound tech, and CAT specialist.

Recruitment methods included the following:

Newspaper Ads	61%
Walk In Applicants	56%
Employees Referral	33%
In House Promotion or Transfer	28%
Public School or Program Referrals	28%
Employment Development Dept.	11%
Private School Referrals	6%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	72%
New Positions	14%
Promotions	14%

Gender Demographics:

Male 26% Female 74%

RECEPTIONISTS AND INFORMATION CLERKS

OES: 553050

22 Firms Responding, 58 Jobs Represented

Alternate Title: Office Clerk

JOB DESCRIPTION

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include receptionists who primarily operate switchboards.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size:	Large
Projected Job Growth Rate:	10.6%
Growth:	Slower Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	27%	18%	32%	23%
Inexperienced	23%	49%	23%	5%

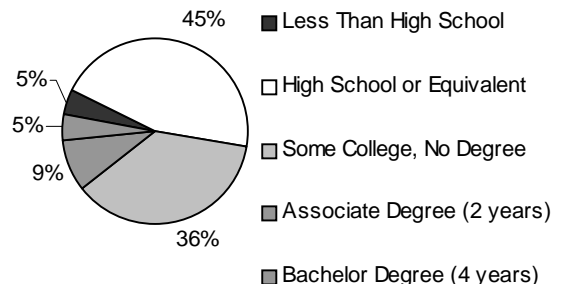
Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
Office Clinics of Medical Doctors	19.5%	8011
Office and Clinics of Dentists	8.1%	8021
Veterinary Services, Specialties	5.1%	0742
Individual and Family Services	4.7%	8322
Federal Government	4.5%	9010
General Medical & Surgical Hospital	4.0%	8062
Local Government	3.8%	9030
Residential Care	3.1%	8361
Legal Services	2.7%	8111
Beauty Shops	2.7%	7231
Real Estate Agents & Managers	2.5%	6531
Offices & Clinics of Optometrists	2.5%	8042
Social Services, NEC	2.5%	8399
Accounting, Auditing, & Bookkeeping	2.5%	8721
Insurance Agents, Brokers & Services	2.0%	6411
Job Training & Related Services	2.0%	8331
Junior Colleges	2.0%	8222
Physical Fitness Facilities	2.0%	7991
Department Stores	1.8%	5311
Local Passenger Transportation, NEC	1.3%	4119
Title Insurance	1.3%	6361
Offices & Clinics of Chiropractor	1.3%	8041
Schools & Educational Services, NEC	1.1%	8299
Sawmills & Planing Mills, General	1.1%	2421

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	18%	36%	28%	18%
Training as a substitute for exp.	14%	54%	27%	5%

RECEPTIONISTS AND INFORMATION CLERKS

Almost all responding firms required experience as a receptionist with an average of 12 months experience. Almost all responding firms were willing to accept training in lieu of experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Bookkeeping, telephone answering, public contact, customer service, basic math and oral communications.

Ability to: Type at least 45 wpm, read and follow instructions, work under pressure, work independently, work with close supervision, write effectively, and operate a multi-line command phone center.

WAGES

Non Union Wages:

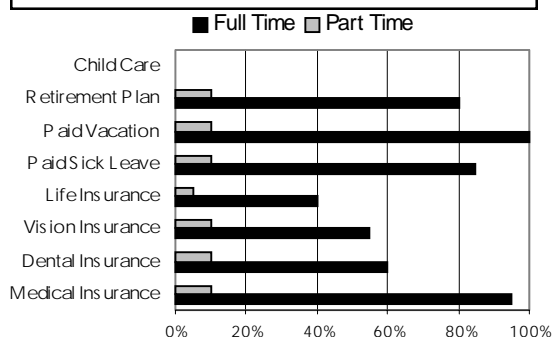
	<u>Range</u>	<u>Median</u>
New hires, no experience	\$4.75 - \$9.00	\$6.25
New to firm, experienced	\$5.00 - \$10.00	\$7.00
3+yrs. of experience	\$5.50 - \$12.00	\$8.45

Union Wages:

	<u>Range</u>	<u>Median</u>
New hires, no experience	\$8.20 - \$9.81	\$8.82
New to firm, experienced	\$8.20 - \$9.81	\$8.82
3+yrs. of experience	\$9.04 - \$10.74	\$10.46

Twenty-three percent of the responding firms are union and represent 21% of the occupational employment.

FRINGE BENEFITS



HOURS

Almost all responding firms offered full-time employment averaging 40 hours per week. A few firms offered part-time employment averaging 25 hours per week. A few firms offered temporary on-call employment averaging 28 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities were provided by most responding firms. This included secretarial positions.

Recruitment methods included the following:

Newspaper Ads	59%
Employees Referral	50%
In House Promotion or Transfer	36%
Walk In Applicants	32%
Private Employment Agencies	18%
Employment Development Dept	14%
Private School Referrals	5%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	43%
New Positions	30%
Promotions	13%
Temporary	13%

Gender Demographics:

Male 0% Female 100%

SECRETARIES, GENERAL

OES: 551080

24 Firms Responding, 143 Jobs Represented

Alternate Title: Administrative Assistant, Secretary I, II, III

JOB DESCRIPTION

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include medical and legal secretaries.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size: Very Large
Projected Job Growth Rate: 3.8%
Growth: Slower Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

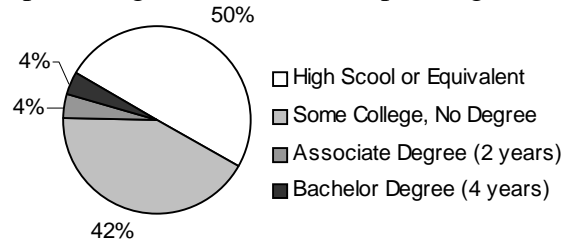
	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	41%	29%	17%	13%
Inexperienced	54%	18%	14%	14%

Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
Elementary & Secondary Schools	25.5%	8211
Local Government	16.4%	9030
Federal Government	3.5%	9010
Accounting, Auditing & Bookkeeping	3.1%	8721
Junior Colleges	2.9%	8222
Single - Family Housing Construction	2.2	1521
Repair Services, NEC	2.1	7699
General Medical & Surgical Hospital	1.9	8062
Business Associations	1.8	8611
Membership Organizations, NEC	1.3	8699
National Commercial Banks	1.3	6021
Title Insurance	1.2	6361
Social Services, NEC	1.1	8399
Real Estate Agents & Managers	1.1	6531

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	13%	8%	50%	29%
Training as a substitute for exp.	17%	83%	0%	0%

Almost all responding firms required an average of 12 months experience in the secretary occupation, or clerical, or general office experience. Almost all responding firms were willing to accept training in lieu of experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Alphabetic and numerical filing, proofreading, English grammar, spelling, and punctuation, telephone, and basic math.

Ability to: Operate a transcribing machine, follow billing procedures, use spreadsheet software, use word processing software, write effectively, maintain appointment calendar, take dictation at 100 wpm or more, type at least 60 wpm, work independently, write legibly, read and follow instructions.

*Standard Industrial Classification

SECRETARIES, GENERAL

WAGES

Non Union Wages:

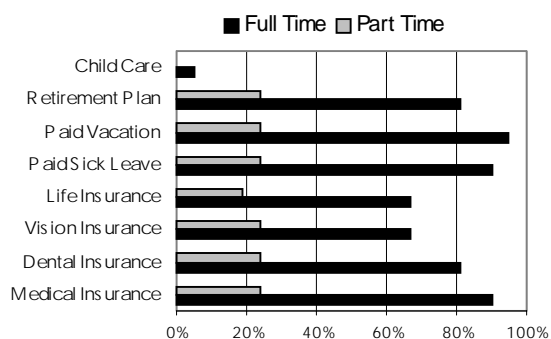
	Range	Median
New hires, no experience	\$4.75 - \$8.58	\$7.00
New to firm, experienced	\$5.75 - \$14.00	\$8.00
3+yrs. of experience	\$6.61 - \$15.00	\$9.60

Union Wages:

	Range	Median
New hires, no experience	\$4.75 - \$10.93	\$9.22
New to firm, experienced	\$5.50 - \$12.41	\$9.96
3+yrs. of experience	\$7.00 - \$15.09	\$10.49

Thirty-three percent of the responding firms are union and represent 64% of the occupational employment.

FRINGE BENEFITS



HOURS

Almost all responding firms offered full-time employment averaging 40 hours per week. Many firms offered part-time employment averaging 24 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in many responding firms in an administrative assistant position.

Recruitment methods included the following:

Newspaper Ads	63%
Walk In Applicants	46%
Employees Referral	42%
In House Promotion or Transfer	25%
Employment Development Dept.	13%
Public School or Program Referrals	4%
Private Employment Agencies	4%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	74%
Promotions	14%
New Positions	7%
Temporary	5%

Gender Demographics

Male	3%	Female	97%
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STOCK CLERKS - STOCKROOM, WAREHOUSE

OES: 580230

15 Firms Responding, 115 Jobs Represented

Alternate Titles: Clerks, Material Coordinator

JOB DESCRIPTION

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size: Large
Projected Job Growth Rate: 38.7%
Growth: Much Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	14%	21%	22%	43%
Inexperienced	27%	13%	27%	33%

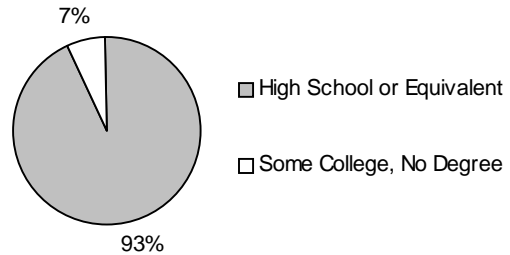
Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
Department Stores	38.3%	5311
Grocery Stores	8.1%	5411
Auto & Home Supply Stores	5.2%	5531
General Medical & Surgical Hospitals	4.9%	8062
Lumber & Other Building Materials Dealers	4.9%	5211
Federal Government	3.6%	9010
Gas & Other Services Combined	3.2%	4932
Hardware Stores	2.9%	5251
Local Government	2.6%	9030
New & Used Car Dealers	2.3%	5511
Shoe Stores	1.6%	5661
Misc. General Merchandise Stores	1.6%	5399
Electric Services	1.6%	4911
Lumber, Plywood, and Millwork	1.3%	5031
Trucking, Except Local	1.3%	4213
Other	16.6%	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	54%	13%	20%	13%
Training as a substitute for exp.	13%	40%	40%	7%

Many responding firms required experience in the retail occupation with an average of 9 months experience. Almost all responding firms were willing to accept training in lieu of work experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Record keeping, labeling, public contact, basic math, read and follow instructions.

Knowledge of: Inventory techniques.

Ability to: Stock shelves, lift at least 50 lbs. repeatedly, stand continuously for 2 or more hours, work independently.

STOCK CLERKS - -STOCKROOM, WAREHOUSE

WAGES

Non Union Wages:

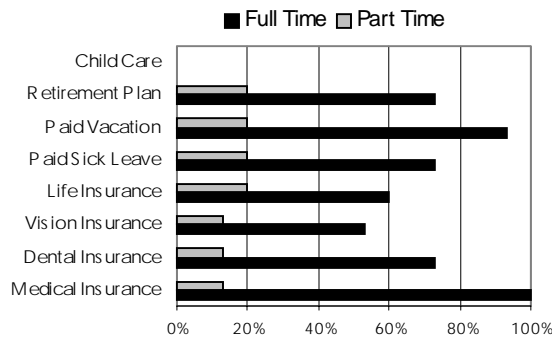
	<u>Range</u>	<u>Median</u>
New hires, no experience	\$5.00 - \$9.15	\$6.00
New to firm, experienced	\$5.00 - \$9.15	\$7.25
3+yrs. of experience	\$6.75 - \$10.00	\$9.00

Union Wages:

	<u>Range</u>	<u>Median</u>
New hires, no experience	\$6.00 - \$8.69	\$7.35
New to firm, experienced	\$6.00 - \$10.51	\$8.26
3+yrs. of experience	\$8.00 - \$11.68	\$9.84

Twenty percent of the responding firms are union and represent 21% of the occupational employment.

FRINGE BENEFITS



HOURS

Almost all responding firms offered full-time employment averaging 40 hours per week. Many responding firms offered part-time employment averaging 24 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in almost all responding firms. Those reported included management and sales associate positions.

Recruitment methods included the following:

Walk In Applicants	60%
Employees Referral	47%
Newspaper Ads	40%
In House Promotion or Transfer	40%
Employment Development Dept.	20%
Private Employment Agencies	7%
Public School or Program Referrals	7%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	68%
Promotions	16%
Temporary	13%
New Positions	3%

Gender Demographics:

Male	53%	Female	47%
------	-----	--------	-----

TEACHERS - ELEMENTARY SCHOOL

OES: 313050

18 Firms Responding, 749 Jobs Represented

JOB DESCRIPTION

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include Special Education Teachers who teach only handicapped pupils.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

Occupational Size:	Very Large
Projected Job Growth Rate:	1.8%
Growth:	Slower Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	33%	22%	28%	17%
Inexperienced	28%	44%	22%	6%

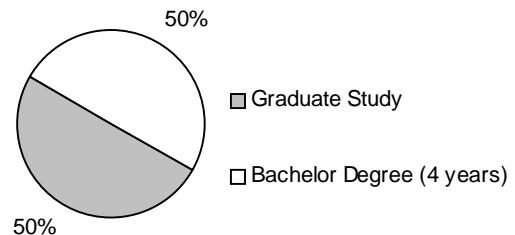
Where the jobs are:

	<u>Percent</u>	<u>SIC*</u>
Elementary & Secondary Schools	100%	8211

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience, Training and Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Experience Req.	33%	50%	11%	6%
Training as a substitute for exp.	11%	67%	11%	11%

Most responding firms required experience in the occupation averaging 8 months experience. Almost all firms were willing to substitute training in lieu of experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Audiovisual teaching, artistic, musical, supervisory, classroom management, record keeping and problem solving.

Knowledge of: Algebra, a variety of cultures.

Ability to: Exercise patience, administer emergency first aid, read and follow instructions.

TEACHERS - ELEMENTARY SCHOOL

WAGES

Non Union Wages:

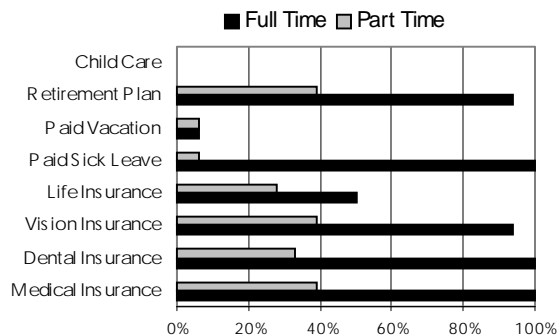
	<u>Range</u>	<u>Median</u>
New hires, no experience	\$9.59 - \$9.59	\$9.59
New to firm, experienced	\$11.51 - \$11.51	\$11.51
3+yrs. of experience	\$14.38 - \$14.38	\$14.38

Union Wages:

	<u>Range</u>	<u>Median</u>
New hires, no experience	\$10.80 - \$15.13	\$12.96
New to firm, experienced	\$12.06 - \$18.71	\$14.38
3+yrs. of experience	\$12.47 - \$18.71	\$14.42

Ninety-four percent of the responding firms are union and represent 99% of the occupational employment.

FRINGE BENEFITS



HOURS

Almost all responding firms offered full-time employment averaging 39 hours per week. Most firms offered part-time employment averaging 22 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in most firms. These included principal, superintendent, and other administrative positions.

Recruitment methods included the following:

Newspaper Ads	89%
Public School or Program Referral	44%
In House Promotion or Transfer	39%
Walk In Applicants	22%
Private School Referrals	17%
Employees Referral	11%
Employment Development Dept.	11%

Vacancies filled within the last 12 months were a result of:

New Positions	55%
Employees Leaving	39%
Temporary	5%
Promotions	2%

Gender Demographics:

Male	19%	Female	81%
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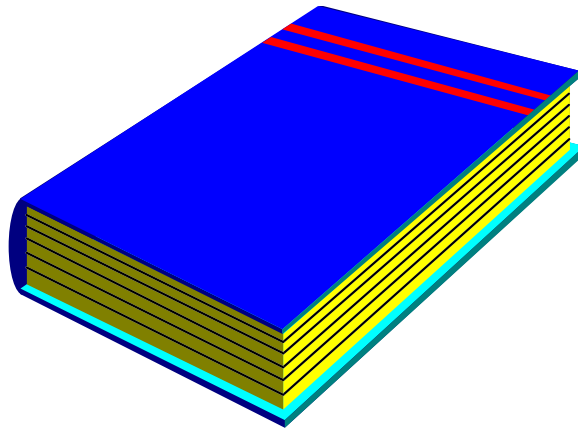
WAGE SUMMARIES

WAGE SUMMARIES

The following non union wage data have been extracted from the Occupational Summaries contained in this report and are compiled here for quick reference. Union wage data and the nonunion median wage data are not included in this summary but may be found in the Occupational Summaries.

Occupational Title	Entry No Exp.	Entry With Exp.	3 Yrs. + With Firm
Carpenters	\$ 6.00 -\$ 9.96	\$ 9.38 -\$15.00	\$ 10.33 -\$15.00
Cashiers	\$ 4.75 -\$ 8.00	\$ 4.75 -\$10.00	\$ 5.50 -\$10.00
Counter and Rental Clerks	\$ 4.75 -\$ 6.50	\$ 4.75 -\$12.00	\$ 5.50 -\$15.00
Dispatchers and Rental Clerks	\$ 5.25 -\$10.00	\$ 6.00 -\$11.00	\$ 9.11 -\$13.00
Firefighters	\$ 4.75 -\$10.00	\$ 4.75 -\$10.00	\$ 4.75 -\$12.50
Food Preparation Workers	\$ 4.40 -\$ 7.21	\$ 4.72 -\$ 7.25	\$ 6.00 -\$ 8.00
Foresters and Conservation	\$ 8.00 -\$17.26	\$ 10.00 -\$32.60	\$ 12.38 -\$35.48
Gardeners & Groundkeepers	\$ 4.75 - \$ 8.51	\$ 5.25 -\$ 9.38	\$ 6.00 -\$10.33
Grader, Dozer, and Scraper	\$ 6.00 -\$15.31	\$ 8.00 -\$16.89	\$ 10.00 -\$18.00
Highway Maintenance Workers	\$ 8.00 -\$10.00	\$ 10.00 -\$12.00	\$ 12.00 -\$14.00
Janitors and Cleaners	\$ 4.75 -\$10.05	\$ 4.75 - \$10.05	\$ 5.30 - \$13.00
Maids and Housekeeping	\$ 4.75 -\$ 7.85	\$ 4.75 - \$ 7.85	\$ 5.25 - \$ 9.00
Maintenance Repairer	\$ 5.00 -\$11.23	\$ 5.75 -\$12.35	\$ 5.75 -\$14.87
Nurse Aides	\$ 5.47 -\$ 7.76	\$ 5.75 -\$ 8.00	\$ 6.25 -\$10.00
Pharmacy Technicians	\$ 5.15 -\$ 9.96	\$ 6.00 -\$10.50	\$ 7.50 -\$15.00
Police Patrol Officers	\$ 12.20 -\$12.20	\$ 12.20 -\$12.20	\$ 14.00 -\$14.00
Radiologic Technologist-Diag.	\$ 5.00 -\$15.00	\$ 7.00 -\$20.00	\$ 9.00 -\$25.00
Receptionists and Info. Clerks	\$ 4.75 -\$ 9.00	\$ 5.00 -\$10.00	\$ 5.50 -\$12.00
Secretaries	\$ 4.75 -\$ 8.58	\$ 5.75 -\$14.00	\$ 6.61 -\$15.00
Stock Clerks	\$ 5.00 -\$ 9.15	\$ 5.00 -\$ 9.15	\$ 6.75 -\$10.00
Teachers - Elementary School	\$ 9.59 -\$ 9.59	\$ 11.51 -\$11.51	\$ 14.38 -\$14.38

**NORTHERN CALIFORNIA
1997 VOCATIONAL TRAINING
DIRECTORY**



A PRODUCT OF THE
JOB TRAINING CENTER
OF
TEHAMA COUNTY
AND THE
CALIFORNIA COOPERATIVE OCCUPATIONAL
INFORMATION SYSTEM
LABOR MARKET INFORMATION DIVISION
OF THE
EMPLOYMENT DEVELOPMENT DEPARTMENT
STATE OF CALIFORNIA

INTRODUCTION

This Training Directory contains the names, addresses, telephone numbers and program descriptions for northern California training providers who offer training programs that directly relate to the occupations included in this publication. The northern California counties represented in this directory are Butte, Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama and Trinity. Because Oregon and Nevada shares a common labor market with some of the northern California counties, some Oregon and Nevada training providers are included in this directory.

SCHOOLS AND TRAINING PROVIDERS

The following northern California schools and training providers are included in this directory:

- Business Connections, Red Bluff
- Butte Community College, Oroville
- Butte County Office of Education Regional Occupational Program, Durham
- California State University, Chico
- College of the Redwoods, Crescent City
- College of the Siskiyous, Weed
- Feather River College, Quincy
- Foster Elite Truck Driving School, Red Bluff
- Future Trucking Professionals, Redding
- Lassen College, Susanville
- Lassen Regional Occupational Program, Susanville
- Learning Centers of Tehama County, Red Bluff
- Modoc County Regional Occupational Program, Alturas
- Northstate Business College, Red Bluff
- Northwest Training Institute, Red Bluff
- Plumas/Sierra Counties Regional Occupational Program, Quincy
- Shasta College, Redding
- Shasta-Trinity Regional Occupational Program, Redding
- Simpson College, Redding
- Siskiyou County Regional Occupational Program, Yreka
- Tehama County Regional Occupational Program, Red Bluff

PROGRAM GROUPINGS

The following program groupings identify the occupational titles and the schools and training providers who offer courses in the occupation. Occupational titles are listed below the program grouping.

Automotive Technology

Highway Maintenance Workers

Butte Community College, Oroville
California State University, Chico
College of the Siskiyous, Weed
Del Norte Regional Occupational Program, Crescent City
Lassen Community College, Susanville
Lassen County Office of Education, Susanville
Shasta College, Redding
Shasta-Trinity Regional Occupational Program, Redding
Tehama County Regional Occupational Program, Red Bluff

Business and Clerical

Secretaries, General	Cashiers	Receptionists and Information Clerks
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Business Connections, Red Bluff
Butte Community College, Oroville
Butte County Office of Education, Durham
California State University, Chico
College of the Redwoods, Crescent City
College of the Siskiyous, Weed
Feather River College, Quincy
Lassen Community College, Susanville
Lassen County Regional Occupational Program, Susanville
Learning Centers of Tehama County, Red Bluff
Modoc County Regional Occupational Program, Alturas
Northstate Business College, Red Bluff
Shasta College, Redding
Shasta-Trinity Regional Occupational Program, Redding
Simpson College, Redding
Tehama County Regional Occupational Program, Red Bluff

Construction and Machinery Operations

Carpenters

Grader, Dozer Operators

College of the Siskiyous, Weed

Lassen College, Susanville

Lassen Regional Occupational Program, Susanville

Modoc County Regional Occupational Program, Alturas

Plumas/Sierra County Regional Occupational Program, Quincy

Shasta College, Redding

Tehama County Regional Occupational Program, Red Bluff

Criminal Justice

Police Patrol Officers

Dispatchers, Fire/Police/Ambulance

Butte Community College, Oroville

California State University, Chico

College of the Redwoods, Crescent City

College of the Siskiyous, Weed

Feather River College, Quincy

Lassen Community College, Susanville

Plumas and Sierra Counties, ROP, Quincy

Shasta College, Redding

Culinary Arts

Food Preparation Workers

California State University, Chico

Northwest Training Institute, Red Bluff

Plumas/Sierra County Regional Occupational Program, Quincy

Shasta College, Redding

Shasta-Trinity Regional Occupational Program, Redding

Siskiyou County Regional Occupational Program, Yreka

Tehama County Regional Occupational Program, Red Bluff

Education

Teachers, Elementary

Butte Community College, Oroville
California State University, Chico
College of the Redwoods, Crescent City
College of the Siskiyous, Weed
Feather River College, Quincy
Lassen Community College, Susanville
Shasta College, Redding

Horticulture, Environmental and Natural Resources

Scientists, Forestry and Conservation Firefighters Gardeners and Groundskeepers

Butte Community College, Oroville
California State University, Chico
College of the Siskiyous, Weed
Feather River College, Quincy
Plumas/Sierra County Regional Occupational Program, Quincy
Shasta College, Redding

Merchandising

Stock Clerks, Warehouse Cashiers Counter and Rental Clerks

Butte County Regional Occupational Program, Durham
Lassen County Office of Education, Susanville
Plumas/Sierra Counties Regional Occupational Program, Quincy
Shasta College, Redding
Shasta-Trinity Regional Occupational Program, Redding
Tehama County Regional Occupational Program, Red Bluff

Maintenance and Mechanical Repair

Maintenance Repairers, General Utility

Highway Maintenance Workers

Gardeners and Groundskeepers

Butte Community College, Oroville

Butte County Office of Education Regional Occupational Program, Durham

California State University, Chico

College of the Siskiyous, Weed

Foster Elite Truck Driving School, Red Bluff

Future Trucking Professionals, Redding

Lassen College, Susanville

Lassen Regional Occupational Program, Susanville

Modoc County Regional Occupational Program, Alturas

Plumas/Sierra County Regional Occupational Program, Quincy

Shasta College, Redding

Shasta-Trinity Regional Occupational Program, Redding

Siskiyou County Regional Occupational Program, Yreka

Tehama County Regional Occupational Program, Red Bluff

Nursing and Other Medical

Radiological Technicians

Nurses Aides

Chico State University, Chico

College of the Redwoods, Crescent City

College of the Siskiyous, Weed

Feather River College, Quincy

Lassen Community College, Susanville

Learning Centers of Tehama County, Red Bluff

Plumas/Sierra Counties Regional Occupational Program, Quincy

Shasta College, Redding

Shasta-Trinity Regional Occupational Program, Redding

Tehama County Regional Occupational Program, Red Bluff

Transportation

Highway Maintenance Workers

Foster Elite Truck Driving School, Red Bluff

Future Trucking Professionals, Redding

SCHOOL PROFILES

School Profile

BUSINESS CONNECTIONS

Mailing Address

322 PINE STREET

RED BLUFF

CA

96080

Physical Address

332 PINE STREET

RED BLUFF

CA

96080

Phone

(916)527-6229

Fax:

Internet:

General Information

Financial Aid.....	No	Job Placement.....	No
VA Approved.....	No	Career Assessment..	No
On-site Child Care....	Yes	Career Counseling....	No

Accreditation

N/A

School Type

Private Business and Technical Schools

County

Tehama County, Ca

Programs

52.1205 Business Computer Facilities Operator

State Training Inventory

Enhanced Version

April 1997

A PRODUCT OF

California Occupational Information Coordinating Committee
& State of California Employment Development Department

In using the data, please be aware that inclusion of a school in this database does not guarantee its program quality. Users should also note that program information changes frequently, we recommend that you contact the school directly to verify or update the information.

For more information contact:

California Occupational Information Coordinating Committee (COICC) / P.O. Box 944222 /
Sacramento, CA 94244-2220 / (916) 323-6544 Fax (916) 322-0842 / Internet: www.coicc.cahwnet.gov

School Profile

Butte Community College

Mailing Address

P.O. Box 711

Oroville

CA

95965

Physical Address

3536 Butte Campus Drive

Oroville

CA

95965

Phone

(916) 895-2361

Fax:

(916)895-2411

Internet:

General Information

Financial Aid.....	Yes	Job Placement.....	Yes
VA Approved.....	Yes	Career Assessment..	Yes
On-site Child Care....	Yes	Career Counseling....	Yes

Accreditation

W.A.S.C.

School Type

2-year, Technical, and Community Colleges

County

Butte County, Ca

Programs

553380	Accounting
630170	Administration of Justice
853020	Automotive Technology
553470	Business
680380	Child Development
553470	Computer Science
790020	Environmental Studies
553470	Office Information Systems

State Training Inventory

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Sacramento, CA 94244-2220 / (916) 323-6544 Fax (916) 322-0842 / Internet: www.coicc.cahwnet.gov

School Profile

BUTTE COUNTY OFFICE OF EDUCATION REGIONAL OCCUPATIONAL PROGRAM

Mailing Address

P.O. Box 240

DURHAM

CA

95938

Physical Address

9341 A MIDWAY

DURHAM

CA

95938

Phone

(916)891-2929

Fax:

(916)891-2909

Internet:

General Information

Financial Aid.....	No	Job Placement.....	No
VA Approved.....	No	Career Assessment..	No
On-site Child Care....	No	Career Counseling....	Yes

Accreditation

Wasc

School Type

Public Secondary Schools with Occupational programs

County

Butte County, Ca

Programs

02.0101	Agriculture/Agricultural Sciences, General
08.0204	Business Services Marketing Operations
52.0408	General Office/Clerical and Typing Services
11.0101	Computer and Information Sciences, General
52.0302	Accounting Technician
51.0601	Dental Assistant
13.1299	General Teacher Education, Other
48.0508	Welder/Welding Technologist
51.0801	Medical Assistant
51.1614	Nurse Assistant/Aide
08.0708	General Marketing Operations
48.0508	Welder/Welding Technologist

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School Profile

CALIFORNIA STATE UNIVERSITY CHICO

Mailing Address

400 West 1st Street

Chico

Ca

95929

Physical Address

400 West 1st Street

Chico

CA

95929

Phone

(916)898-4636

Fax:

(916)898-4359

Internet:

General Information

Financial Aid.....	Yes	Job Placement.....	Yes
VA Approved.....	Yes	Career Assessment..	Yes
On-site Child Care....	Yes	Career Counseling....	Yes

Accreditation

ABET-AACSB--AAC-AMCC-WASC--CBFSC-CCTC-NASC-NASA
D-NLN

School Type

4-year, Colleges and Universities

County

Butte County, Ca

Programs

52.0301 Accounting
52.0302 Accounting Technician
13.1314 Physical Education Teaching and Coaching
05.0102 American Studies/Civilization
25.0101 Library Science/Librarianship
01.0101 Agricultural Business and Management, General
02.9999 Agriculture/Agricultural Sciences, Other
05.0202 American Indian/Native American Studies
45.1001 Political Science, General
05.0207 Women's Studies
45.0201 Anthropology
27.0301 Applied Mathematics, General
13.0603 Educational Statistics and Research Methods
13.1302 Art Teacher Education
50.0701 Art, General
50.0702 Fine/Studio Arts
16.0905 Spanish Language and Literature
26.0202 Biochemistry
26.9999 Biological Sciences/Life Sciences, Other
52.0201 Business Administration and Management, General
26.0301 Botany, General
09.0701 Radio and Television Broadcasting
37.0101 Self-Awareness and Personal Assessment
13.1101 Counselor Education Counseling and Guidance Services
52.1099 Human Resources Management, Other
45.0701 Geography
40.0501 Chemistry, General
19.0706 Child Growth, Care and Development Studies
24.0103 Humanities/Humanistic Studies
14.0101 Engineering, General
09.9999 Communications, Other
09.0101 Communications, General
50.0401 Design and Visual Communications
31.0301 Parks, Recreation and Leisure Facilities Management
14.0901 Computer Engineering
11.0701 Computer Science
45.0101 Social Sciences, General
46.0499 Construction and Building Finishers and Managers, Other
13.0701 International and Comparative Education
23.0501 English Creative Writing
43.0104 Criminal Justice Studies
45.0201 Anthropology
13.0601 Educational Evaluation and Research
19.0502 Foods and Nutrition Science
40.0703 Earth and Planetary Sciences
45.0601 Economics, General
14.1001 Electrical, Electronics and Communication Engineering
15.0303 Electrical, Electronic and Communications Engin.
51.0799 Health and Medical Administrative Services, Other
23.0101 English Language and Literature, General

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School Profile

CALIFORNIA STATE UNIVERSITY CHICO

Programs (Page 2)

13.1305	English Teacher Education
45.0701	Geography
03.0102	Environmental Science/Studies
13.0701	International and Comparative Education
13.1314	Physical Education Teaching and Coaching
19.0704	Family Life and Relations Studies
52.0899	Financial Management and Services, Other
08.0401	Financial Services Marketing Operations
19.0505	Food Systems Administration
19.0502	Foods and Nutrition Science
45.0201	Anthropology
16.0101	Foreign Languages and Literatures, General
40.0601	Geology
15.0603	Industrial/Manufacturing Tech./Technician
20.0102	Child Development, Care and Guidance
09.0402	Broadcast Journalism
51.1699	Nursing, Other
22.0103	Paralegal/Legal Assistant
38.0101	Philosophy
13.1314	Physical Education Teaching and Coaching
51.0204	Speech-Language Pathology and Audiology
13.1299	General Teacher Education, Other
08.1104	Tourism Promotion Operations

School Profile

COLLEGE of the REDWOODS

Mailing Address

883 W. WASHINGTON BLVD.

CRESENT CITY CA 95531

Physical Address

883 W. WASHINGTON BLVD.

CRESENT CITY CA 95531

Phone

(916)464-745

Fax: (916)464-6867
Internet:

General Information

Financial Aid.....	Yes	Job Placement.....	Yes
VA Approved.....	Yes	Career Assessment..	Yes
On-site Child Care....	No	Career Counseling....	Yes

Accreditation

W.A.S.C.

School Type

2-year, Technical, and Community Colleges

County

Del Norte County, Ca

Programs

43.0104 Criminal Justice Studies
52.0401 Administrative Assistant/Secretarial Science, General
51.1699 Nursing, Other
20.0102 Child Development, Care and Guidance
11.0101 Computer and Information Sciences, General
51.1699 Nursing, Other

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School Profile

COLLEGE OF THE SISKIYOU

Mailing Address

800 COLLEGE AVENUE

WEED

CA

96094-2899

Physical Address

800 COLLEGE AVENUE

WEED

CA

96094-2899

Phone

(916) 938-4462

Fax:

(916) 938-5227

Internet:

General Information

Financial Aid.....	Yes	Job Placement.....	Yes
VA Approved.....	Yes	Career Assessment..	Yes
On-site Child Care....	No	Career Counseling....	Yes

Accreditation

W.A.S.C.

School Type

2-year, Technical, and Community Colleges

County

Siskiyou County, Ca

Programs

01.0101 Agricultural Business and Management, General
01.0204 Agricultural Power Machinery Operator
03.0101 Natural Resources Conservation, General
03.0401 Forest Harvesting and Production Tech./Technician
09.0101 Communications, General
09.0401 Journalism
11.0101 Computer and Information Sciences, General
12.0403 Cosmetologist
15.0201 Civil Engineering/Civil Tech./Technician
15.0303 Electrical, Electronic and Communications Engin.
15.0506 Water Quality and Wastewater Treatment Tech./Technician
20.0101 Comprehensive Consumer and Homemaking Education
20.0409 Institutional Food Services Administrator
25.0301 Library Assistant
43.0103 Criminal Justice/Law Enforcement Administration
43.0201 Fire Protection and Safety Tech./Technician
44.0701 Social Work
47.0604 Auto/Automotive Mechanic/Technician
48.0508 Welder/Welding Technologist
50.0501 Drama/Theater Arts, General
51.0904 Emergency Medical Tech./Technician
51.1613 Practical Nurse (L.P.N. Training)
52.0101 Business, General
52.0201 Business Administration and Management, General
52.0401 Administrative Assistant/Secretarial Science, General
52.0408 General Office/Clerical and Typing Services
52.1501 Real Estate

x

x

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School Profile

FEATHER RIVER COLLEGE

Mailing Address

POST OFFICE BOX 11110
570 GOLDEN EAGLE AVENUE

QUINCY CA 95971-6023

Physical Address

POST OFFICE BOX 11110
570 GOLDEN EAGLE AVENUE

QUINCY CA 95971-6023

Phone

(916) 283-0202 Fax: (916) 283-3757
Internet:

General Information

Financial Aid.....	Yes	Job Placement.....	Yes
VA Approved.....	Yes	Career Assessment..	Yes
On-site Child Care....	Yes	Career Counseling....	Yes

Accreditation

W.A.S.C.

School Type

2-year, Technical, and Community Colleges

County

Plumas County, Ca

Programs

01.0507 Equestrian/Equine Studies, Horse Management and Training
03.0501 Forestry, General
03.0601 Wildlife and Wildlands Management
08.0903 Recreation Products/Services Marketing Operations
09.0101 Communications, General
11.0101 Computer and Information Sciences, General
13.0101 Education, General
14.0805 Water Resources Engineering
36.0110 Art
36.0117 Theater
16.0905 Spanish Language and Literature
16.0905 Spanish Language and Literature
20.0102 Child Development, Care and Guidance
22.0104 Juridical Science/Legal
23.0101 English Language and Literature, General
24.0103 Humanities/Humanistic Studies
26.0101 Biology, General
26.0701 Zoology, General
27.0101 Mathematics
31.0501 Health and Physical Education, General
52.030136. Accounting
52.020436. Office Supervision and Management
36.0118 Writing
37.0101 Self-Awareness and Personal Assessment
38.0101 Philosophy
40.0101 Physical Sciences, General
40.0501 Chemistry, General
40.0601 Geology
52.0201 Business Administration and Management, General
40.0801 Physics, General
43.0104 Criminal Justice Studies
52.0101 Business, General
45.0201 Anthropology
45.0701 Geography
45.0801 History, General
45.1001 Political Science, General
45.1101 Sociology
50.0901 Music, General
51.0706 Medical Records Administration
51.2309 Recreational Therapy

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x
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School Profile

FOSTER ELITE TRUCK DRIVING SCHOOL

Mailing Address

1870 MONTGOMERY ROAD

RED BLUFF

CA

96080

Physical Address

1870 MONTGOMERY ROAD

RED BLUFF

CA

96080

Phone

(916) 527-3535

Fax:

(916) 529-9665

Internet:

General Information

Financial Aid.....	No	Job Placement.....	Yes
VA Approved.....	No	Career Assessment..	No
On-site Child Care....	No	Career Counseling....	No

Accreditation

CPPVE Approved

School Type

Private Business and Technical Schools

County

Tehama County, Ca

Programs

49.0205 Truck, Bus and Other Commercial Vehicle Operator

x

x

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School Profile

FUTURE TRUCKING PROFESSIONALS

Mailing Address

5125 B CATIPILLAR RD.

REDDING

CA

96003

Physical Address

5125 B CATIPILLAR RD.

REDDING

CA

96003

Phone

(916) 257-0249

Fax:

(916)241-7839

Internet:

General Information

Financial Aid.....	No	Job Placement.....	Yes
VA Approved.....	No	Career Assessment..	No
On-site Child Care....	No	Career Counseling....	No

Accreditation

CPPVE APPROVED

School Type

Private Business and Technical Schools

County

Shasta County, Ca

Programs

49.0205 Truck, Bus and Other Commercial Vehicle Operator

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School Profile

LASSEN COLLEGE

Mailing Address

POST OFFICE BOX 3000

SUSANVILLE

CA

Physical Address

HIGHWAY 139

SUSANVILLE

CA

96130-3000

Phone

(916) 257-6181

Fax:

(916) 257-8964

Internet:

General Information

Financial Aid.....	Yes	Job Placement.....	Yes
VA Approved.....	Yes	Career Assessment..	Yes
On-site Child Care....	Yes	Career Counseling....	Yes

Accreditation

WASC

School Type

2-year, Technical, and Community Colleges

County

Lassen County, Ca

Programs

01.0101 Agricultural Business and Management, General
05.0299 Ethnic and Cultural Studies, Other
09.0401 Journalism
11.0101 Computer and Information Sciences, General
12.0403 Cosmetologist
13.1101 Counselor Education Counseling and Guidance Services
13.1304 Driver and Safety Teacher Education
14.0101 Engineering, General
15.0699 Industrial Production Technol./Technicians, Other
15.0801 Aeronautical and Aerospace Engineering Tech./Technician
16.0501 German Language and Literature
16.0901 French Language and Literature
16.0905 Spanish Language and Literature
19.0101 Home Economics, General
19.0706 Child Growth, Care and Development Studies
23.0101 English Language and Literature, General
24.0103 Humanities/Humanistic Studies
24.0199 Liberal Art and Sciences, General Studies and Humanities,
25.0101 Library Science/Librarianship
26.0101 Biology, General
27.0101 Mathematics
30.1501 Science, Tech. and Society
30.9999 Multi/Interdisciplinary Studies, Other
31.0599 Health and Physical Education/Fitness, Other
32.0101 Basic Skills, General
32.0107 Career Exploration/Awareness Skills
34.0199 Health-Related Knowledge and Skills, Other
38.0101 Philosophy
40.0101 Physical Sciences, General
40.0501 Chemistry, General
40.0501 Chemistry, General
40.0601 Geology
40.0801 Physics, General
42.0101 Psychology, General
43.0103 Criminal Justice/Law Enforcement Administration
43.0107 Law Enforcement/Police Science
43.0199 Criminal Justice and Corrections, Other
43.0203 Fire Science/Firefighting
45.0201 Anthropology
45.0601 Economics, General
45.0604 Development Economics and International Development
45.0701 Geography
45.0899 History, Other
45.1099 Political Science and Government, Other
45.1101 Sociology
45.9999 Social Sciences and History, Other
46.0301 Electrical and Power Transmission Installer, General
46.9999 Construction Trades, Other
47.0402 Gunsmith
47.0603 Auto/Automotive Body Repairer

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School Profile

LASSEN COLLEGE

Programs (Page 2)

47.0604	Auto/Automotive Mechanic/Technician
48.0508	Welder/Welding Technologist
50.0501	Drama/Theater Arts, General
50.0601	Film/Cinema Studies
50.0701	Art, General
50.0901	Music, General
51.1601	Nursing (R.N. Training)
51.9999	Health Professions and Related Sciences, Other
52.0101	Business, General
52.0302	Accounting Technician
52.1501	Real Estate

x

x

School Profile

LASSEN REGIONAL OCCUPATIONAL PROGRAM (ROP)

Mailing Address

472-013 JOHNSTONVILLE ROAD

SUSANVILLE

CA

96130-

Physical Address

472-013 JOHNSTONVILLE ROAD

SUSANVILLE

CA

96130-

Phone

(916) 257-7214

Fax:

(916) 257-2518

Internet:

General Information

Financial Aid.....	No	Job Placement.....	Yes
VA Approved.....	Yes	Career Assessment..	Yes
On-site Child Care....	Yes	Career Counseling....	Yes

Accreditation

N/A

School Type

Public Secondary Schools with Occupational Programs

County

Lassen County, Ca

Programs

01.0201 Agricultural Mechanization, General
01.0601 Horticulture Services Operations and Management, General
03.0101 Natural Resources Conservation, General
08.0708 General Marketing Operations
15.0101 Architectural Engineering Tech./Technician
20.0201 Child Care and Guidance Workers and Managers, General
20.0401 Institutional Food Workers and Administrators, General
21.0101 Technology Education/Industrial Arts
46.0201 Carpenter
47.0603 Auto/Automotive Body Repairer
47.0604 Auto/Automotive Mechanic/Technician
48.0102 Architectural Drafting
48.0508 Welder/Welding Technologist
48.0703 Cabinet Maker and Millworker
51.1614 Nurse Assistant/Aide
51.2601 Health Aide
52.0302 Accounting Technician
52.0408 General Office/Clerical and Typing Services
x
x

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School Profile

LEARNING CENTERS OF TEHAMA COUNTY

Mailing Address

20 ANTELOPE BLVD

Red Bluff

CA.

96080

Physical Address

20 ANTELOPE BLVD

RED BLUFF

CA

96080

Phone

(916)527-0188

Fax:

(916)527-0273

Internet:

General Information

Financial Aid.....	Yes	Job Placement.....	Yes
VA Approved.....	No	Career Assessment..	No
On-site Child Care....	No	Career Counseling....	No

Accreditation

N/A

School Type

Private Business and Technical Schools

County

Tehama County, Ca

Programs

11.0101	Computer and Information Sciences, General
51.1015	Medical Terminology
52.0408	General Office/Clerical and Typing Services

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School Profile

MODOC COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP)

Mailing Address

139 HENDERSON STREET

ALTURAS

CA

96101-

Physical Address

139 HENDERSON STREET

ALTURAS

CA

96101-

Phone

(916) 233-7102

Fax:

(916) 233-5531

Internet:

General Information

Financial Aid.....	No	Job Placement.....	No
VA Approved.....	No	Career Assessment..	Yes
On-site Child Care....	No	Career Counseling....	Yes

Accreditation

N/A

School Type

Public Secondary Schools with Occupational programs

County

Modoc County, Ca

Programs

20.0401 Institutional Food Workers and Administrators, General
21.0101 Technology Education/Industrial Arts
46.0401 Building/Property Main. and Manager
52.0401 Administrative Assistant/Secretarial Science, General
52.0406 Receptionist
52.0408 General Office/Clerical and Typing Services
01.0299 Agricultural Mechanization, Other
853020x Automotive Repair
02.0101 Agriculture/Agricultural Sciences, General

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Sacramento, CA 94244-2220 / (916) 323-6544 Fax (916) 322-0842 / Internet: www.coicc.cahwnet.gov

School Profile

NORTHSTATE BUSINESS COLLEGE LP

Mailing Address

645 ANTELOPE BLVD STE 36

RED BLUFF

CA

96080

Physical Address

645 ANTELOPE BLVD STE 36

RED BLUFF

CA

96080

Phone

(916)528-1021

Fax:

(916)528-1021

Internet:

General Information

Financial Aid.....	No	Job Placement.....	No
VA Approved.....	No	Career Assessment..	No
On-site Child Care....	No	Career Counseling....	No

Accreditation

N/A

School Type

Public Adult Schools with Occupational

County

Tehama County, Ca

Programs

52.0302	Accounting Technician
52.0408	General Office/Clerical and Typing Services
11.0101	Computer and Information Sciences, General
51.0705	Medical Office Management

State Training Inventory

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School Profile

NORTHWEST TRAINING INSTITUTE

Mailing Address

1126 WASHINGTON STREET

RED BLUFF

CA

96080

Physical Address

1126 WASHINGTON STREET

RED BLUFF

CA

96080

Phone

(916) 524-1524

Fax:

(916) 524-1524

Internet:

General Information

Financial Aid.....	No	Job Placement.....	Yes
VA Approved.....	No	Career Assessment..	No
On-site Child Care....	No	Career Counseling....	No

Accreditation

CPPVE Approved

School Type

Private Business and Technical Schools

County

Tehama County, Ca

Programs

52.0901 Hospitality/Administration Management

52.0999 Hospitality Services Management, Other

x

x

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School Profile

PLUMAS/SIERRA CO REGIONAL OCCUPATIONAL PROGRAM (ROP)

Mailing Address

POST OFFICE BOX 10330

QUINCY

CA

95971

Physical Address

50 CHURCH STREET

QUINCY

CA

95971

Phone

(916) 283-6500

Fax:

(916) 283-6509

Internet:

General Information

Financial Aid.....	No	Job Placement.....	Yes
VA Approved.....	No	Career Assessment..	Yes
On-site Child Care....	No	Career Counseling....	Yes

Accreditation

WASC

School Type

Public Secondary Schools with Occupational Programs

County

Plumas County, Ca

Programs

01.0601 Horticulture Services Operations and Management, General
03.0599 Forestry and Related Sciences, Other
03.9999 Conservation and Renewable Natural Resources, Other
11.0101 Computer and Information Sciences, General
20.0401 Institutional Food Workers and Administrators, General
20.0606 Homemaker's Aide
32.0107 Career Exploration/Awareness Skills
32.0199 Basic Skills, Other
46.9999 Construction Trades, Other
47.0604 Auto/Automotive Mechanic/Technician
48.0101 Drafting, General
48.0508 Welder/Welding Technologist
48.0703 Cabinet Maker and Millworker
49.0205 Truck, Bus and Other Commercial Vehicle Operator
50.0705 Drawing
51.0801 Medical Assistant
51.1613 Practical Nurse (L.P.N. Training)
51.1614 Nurse Assistant/Aide
52.0302 Accounting Technician
x
x

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Sacramento, CA 94244-2220 / (916) 323-6544 Fax (916) 322-0842 / Internet: www.coicc.cahwnet.gov

School Profile

SHASTA COLLEGE

Mailing Address

POST OFFICE BOX 496006

REDDING CA 96049-6006

Physical Address

11555 OLD OREGON TRAIL

REDDING CA 96003

Phone

(916) 225-4600

Fax: (916) 225-4990
Internet:

General Information

Financial Aid.....	Yes	Job Placement.....	Yes
VA Approved.....	Yes	Career Assessment..	Yes
On-site Child Care....	Yes	Career Counseling....	Yes

Accreditation

WASC

School Type

2-year, Technical, and Community Colleges

County

Shasta County, Ca

Profile Status

1997 STI Profile

Programs

01.0101	Agricultural Business and Management, General
01.0201	Agricultural Mechanization, General
01.0301	Agricultural Production Workers and Managers, General
01.0507	Equestrian/Equine Studies, Horse Management and Training
01.0601	Horticulture Services Operations and Management, General
02.0101	Agriculture/Agricultural Sciences, General
02.0403	Horticulture Science
03.0101	Natural Resources Conservation, General
03.0405	Logging/Timber Harvesting
03.0501	Forestry, General
04.0601	Landscape Architecture
05.0101	African Studies
05.0110	Russian and Slavic Area Studies
05.0201	Afro-American (Black) Studies
08.0503	Floristry Marketing Operations
08.0705	General Retailing Operations
09.0101	Communications, General
09.0401	Journalism
09.0402	Broadcast Journalism
09.0501	Public Relations and Organizational Communications
10.0103	Photographic Tech./Technician
11.0101	Computer and Information Sciences, General
11.0201	Computer Programming
11.0301	Data Processing Tech./Technician
12.0501	Baker/Pastry Chef
12.0503	Culinary Arts/Chef Training
13.0101	Education, General
13.1001	Special Education, General
13.1101	Counselor Education Counseling and Guidance Services
13.1204	Pre-Elementary/Early Childhood/Kindergarten Teacher
13.1501	Teacher Assistant/Aide
14.0101	Engineering, General
14.0801	Civil Engineering, General
14.0901	Computer Engineering
15.0301	Computer Engineering Tech./Technician
15.0303	Electrical, Electronic and Communications Engin.
15.0402	Computer Main. Tech./Technician
15.0506	Water Quality and Wastewater Treatment Tech./Technician
15.0603	Industrial/Manufacturing Tech./Technician
15.1001	Construction/Building Tech./Technician
15.1102	Surveying
15.1103	Hydraulic Tech./Technician
16.0101	Foreign Languages and Literatures, General
16.0102	Linguistics
16.0302	Japanese Language and Literature
16.0501	German Language and Literature
16.0901	French Language and Literature
16.0905	Spanish Language and Literature
19.0101	Home Economics, General
20.0102	Child Development, Care and Guidance

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School Profile

SHASTA COLLEGE

Programs (Page 2)

20.0107	Family Living and Parenthood	46.0501	Plumber and Pipefitter
20.0201	Child Care and Guidance Workers and Managers, General	47.0104	Computer Installer and Repairer
22.0103	Paralegal/Legal Assistant	47.0302	Heavy Equipment Main. and Repairer
23.0101	English Language and Literature, General	47.0604	Auto/Automotive Mechanic/Technician
23.1001	Speech and Rhetorical Studies	47.0605	Diesel Engine Mechanic and Repairer
24.0102	General Studies	47.0607	Aircraft Mechanic/Technician, Airframe
24.0103	Humanities/Humanistic Studies	47.0608	Aircraft Mechanic/Technician, Powerplant
25.9999	Library Science, Other	47.0609	Aviation Systems and Avionics Main.
26.0101	Biology, General	48.0102	Architectural Drafting
26.0301	Botany, General	48.0103	Civil/Structural Drafting
26.0501	Microbiology/Bacteriology	48.0104	Electrical/Electronics Drafting
26.0601	Anatomy	48.0105	Mechanical Drafting
26.0609	Nutritional Sciences	48.0201	Graphic and Printing Equipment Operator, General
26.0701	Zoology, General	48.0501	Machinist/Machine Technologist
26.0706	Physiology, Human and Animal	48.0508	Welder/Welding Technologist
27.0101	Mathematics	48.0701	Woodworkers, General
31.0501	Health and Physical Education, General	49.0107	Aircraft Pilot (Private)
31.0502	Adapted Physical Education/Therapeutic Recreation	49.0205	Truck, Bus and Other Commercial Vehicle Operator
32.0105	Job Seeking/Changing Skills	50.0301	Dance
32.0107	Career Exploration/Awareness Skills	50.0402	Graphic Design, Commercial Art and Illustration
32.0108	Reading, Literacy and Communication Skills	50.0501	Drama/Theater Arts, General
35.0103	Business and Social Skills	50.0601	Film/Cinema Studies
36.0110	Art	50.0605	Photography
36.0116	Reading	50.0701	Art, General
36.0117	Theater	50.0901	Music, General
36.0118	Writing	50.0903	Music - General Performance
38.0101	Philosophy	51.0205	Sign Language Interpreter
39.0101	Biblical and Other Theological Languages and Literatures	51.0705	Medical Office Management
40.0101	Physical Sciences, General	51.0801	Medical Assistant
40.0201	Astronomy	51.0808	Veterinarian Assistant/Animal Health Technician
40.0501	Chemistry, General	51.0904	Emergency Medical Tech./Technician
40.0601	Geology	51.1601	Nursing (R.N. Training)
40.0801	Physics, General	51.1613	Practical Nurse (L.P.N. Training)
42.0101	Psychology, General	51.1614	Nurse Assistant/Aide
43.0103	Criminal Justice/Law Enforcement Administration	51.1615	Home Health Aide
43.0107	Law Enforcement/Police Science	51.1802	Optical Technician/Assistant
43.0201	Fire Protection and Safety Tech./Technician	51.2309	Recreational Therapy
43.0202	Fire Services Administration	52.0201	Business Administration and Management, General
43.0203	Fire Science/Firefighting	52.0301	Accounting
45.0101	Social Sciences, General	52.0403	Legal Administrative Assistant/Secretary
45.0201	Anthropology	52.0407	Information Processing/Data Entry Technician
45.0301	Archeology	52.0408	General Office/Clerical and Typing Services
45.0601	Economics, General	52.0501	Business Communications
45.0701	Geography	52.1001	Human Resources Management
45.0801	History, General	52.1201	Management Information Systems and Business Data
45.1001	Political Science, General	52.1501	Real Estate
45.1101	Sociology		
46.0201	Carpenter		
46.0302	Electrician		

School Profile

SHASTA-TRINITY REGIONAL OCCUPATIONAL PROGRAM (ROP)

Mailing Address

4659 EASTSIDE ROAD

REDDING

CA

96001-

Physical Address

4659 EASTSIDE ROAD

REDDING

CA

96001-

Phone

(916) 246-3302

Fax:

(916) 246-3306

Internet:

General Information

Financial Aid..... No Job Placement..... Yes

VA Approved..... No Career Assessment.. Yes

On-site Child Care.... No Career Counseling.... Yes

Accreditation

N/a

School Type

Public Secondary Schools with Occupational Programs

County

Shasta County, Ca

Programs

01.0603 Ornamental Horticulture Operations and Management
01.0605 Landscaping Operations and Management
02.0101 Agriculture/Agricultural Sciences, General
08.0705 General Retailing Operations
08.0708 General Marketing Operations
09.0402 Broadcast Journalism
12.0403 Cosmetologist
12.0504 Food and Beverage/Restaurant Operations Manager
15.1001 Construction/Building Tech./Technician
20.0102 Child Development, Care and Guidance
20.0106 Family/Individual Health
43.0103 Criminal Justice/Law Enforcement Administration
43.0109 Security and Loss Prevention Services
43.0203 Fire Science/Firefighting
47.0302 Heavy Equipment Main. and Repairer
47.0604 Auto/Automotive Mechanic/Technician
48.0102 Architectural Drafting
48.0212 Desktop Publishing Equipment Operator
48.0703 Cabinet Maker and Millworker
51.0601 Dental Assistant
51.0805 Pharmacy Technician/Assistant
51.0806 Physical Therapy Assistant
51.0808 Veterinarian Assistant/Animal Health Technician
51.1099 Health and Medical Laboratory Technol./Technicians, Other
51.1516 Medical Assistant
51.9999 Health Professions and Related Sciences, Other
52.0201 Business Administration and Management, General
52.0302 Accounting Technician
52.0408 General Office/Clerical and Typing Services
52.0501 Business Communications
52.0803 Banking and Financial Support Services
52.1201 Management Information Systems and Business Data
52.9999 Business Management and Administrative Services, Other
x
x

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School Profile

SIMPSON COLLEGE

Mailing Address

2211 COLLEGE VIEW DRIVE

REDDING

CA

96003-8606

Physical Address

2211 COLLEGE VIEW DRIVE

REDDING

CA

96003-8606

Phone

(916) 224-5600

Fax:

(916) 224-5608

Internet:

General Information

Financial Aid.....	Yes	Job Placement.....	Yes
VA Approved.....	Yes	Career Assessment..	Yes
On-site Child Care....	No	Career Counseling....	Yes

Accreditation

WASC, acsi, cctc

School Type

4-year, Colleges and Universities

County

Shasta County, Ca

Programs

03.0102 Environmental Science/Studies
05.0104 East Asian Studies
05.0106 European Studies
05.0107 Latin American Studies
05.0110 Russian and Slavic Area Studies
05.0205 Jewish/Judaic Studies
08.9999 Marketing Operations/Marketing and Distribution, Other
09.0101 Communications, General
09.0499 Journalism and Mass Communication, Other
11.0101 Computer and Information Sciences, General
12.0204 Umpires and Other Sports Officials
13.0101 Education, General
13.1206 Teacher Education, Multiple Levels
13.1302 Art Teacher Education
13.1312 Music Teacher Education
16.0101 Foreign Languages and Literatures, General
16.0905 Spanish Language and Literature
16.1102 Hebrew Language and Literature
16.1201 Classics and Classical Languages and Literatures
23.0101 English Language and Literature, General
23.0701 American Literature (United States)
23.1001 Speech and Rhetorical Studies
24.0101 Liberal Arts and Sciences/Liberal Studies
26.0101 Biology, General
26.0706 Physiology, Human and Animal
27.0101 Mathematics
27.0501 Mathematical Statistics
31.0501 Health and Physical Education, General
38.0101 Philosophy
38.0201 Religion/Religious Studies
38.9999 Philosophy and Religion
39.0201 Bible/Biblical Studies
39.0301 Missions/Missionary Studies and Misology
39.0501 Religious/Sacred Music
39.0601 Theology/Theological Studies
39.0602 Divinity/Ministry (B.D., M.Div.)
39.0701 Pastoral Counseling and Specialized Ministries
40.0801 Physics, General
42.0101 Psychology, General
45.0101 Social Sciences, General
45.0201 Anthropology
45.0301 Archeology
45.0601 Economics, General
45.0701 Geography
45.0802 American (United States) History
45.0899 History, Other
45.1101 Sociology
50.0599 Dramatic/Theater Arts and Stagecraft, Other
50.0799 Fine Arts and Art Studies, Other
50.0901 Music, General

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School Profile

SIMPSON COLLEGE

Programs (Page 2)

50.0903	Music - General Performance
50.0906	Music Conducting
52.0101	Business, General
52.0201	Business Administration and Management, General
52.0301	Accounting
52.0501	Business Communications
52.0701	Enterprise Management and Operation, General
52.0801	Finance, General
52.0803	Banking and Financial Support Services
52.0899	Financial Management and Services, Other
52.1001	Human Resources Management
52.1302	Business Statistics
52.9999	Business Management and Administrative Services, Other

School Profile

SISKIYOU COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP)

Mailing Address

609 SOUTH GOLD STREET

YREKA

CA

96097-

Physical Address

609 SOUTH GOLD STREET

YREKA

CA

96097-

Phone

(916) 842-8426

Fax:

(916) 842-8436

Internet:

General Information

Financial Aid.....	No	Job Placement.....	No
VA Approved.....	No	Career Assessment..	No
On-site Child Care....	No	Career Counseling....	No

Accreditation

N/A

School Type

Public Secondary Schools with Occupational Programs

County

Siskiyou County, Ca

Programs

03.0101	Natural Resources Conservation, General
20.0201	Child Care and Guidance Workers and Managers, General
20.0401	Institutional Food Workers and Administrators, General
47.0606	Small Engine Mechanic and Repairer
48.0703	Cabinet Maker and Millworker
52.0302	Accounting Technician
52.0401	Administrative Assistant/Secretarial Science, General
52.1205	Business Computer Facilities Operator
x	
x	

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Sacramento, CA 94244-2220 / (916) 323-6544 Fax (916) 322-0842 / Internet: www.coicc.cahwnet.gov

School Profile

TEHAMA COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP)

Mailing Address

POST OFFICE BOX 689

RED BLUFF

CA

96080-

Physical Address

1135 Lincoln St.

RED BLUFF

CA

96080-

Phone

(916) 527-5811

Fax:

(916) 529-4120

Internet:

General Information

Financial Aid.....	No	Job Placement.....	Yes
VA Approved.....	No	Career Assessment..	Yes
On-site Child Care....	No	Career Counseling....	Yes

Accreditation

WASC

School Type

Public Secondary Schools with Occupational Programs

County

Tehama County, Ca

Programs

01.0201 Agricultural Mechanization, General
01.0601 Horticulture Services Operations and Management, General
08.0301 Entrepreneurship
08.0708 General Marketing Operations
15.0101 Architectural Engineering Tech./Technician
15.0402 Computer Main. Tech./Technician
20.0201 Child Care and Guidance Workers and Managers, General
21.0101 Technology Education/Industrial Arts
43.0203 Fire Science/Firefighting
47.0604 Auto/Automotive Mechanic/Technician
48.0703 Cabinet Maker and Millworker
51.9999 Health Professions and Related Sciences, Other
52.0302 Accounting Technician
52.0401 Administrative Assistant/Secretarial Science, General
52.0404 Medical Administrative Assistant/Secretary
52.0408 General Office/Clerical and Typing Services

x

x

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Sacramento, CA 94244-2220 / (916) 323-6544 Fax (916) 322-0842 / Internet: www.coicc.cahwnet.gov

CCOIS QUESTIONNAIRE



Please return completed questionnaire to:

Job Training Center
333 Main Street
Red Bluff CA 96080

Phone: (916)529-7010

Fax: (916)529-7015

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

NAME: _____

POSITION: _____

PHONE: _____

FAX: _____

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in **your county**. Please call the number above if you have questions.

SECRETARIES, GENERAL

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Please do not include Medical and Legal Secretaries.

1. What job title(s) do **you** use for these duties _____ 005

2. How many employees do you **currently** have in this occupation? _____ 010

How many of these fall within each of the following categories, and how many hours per **week** do they work, on average?

NUMBER OF EMPLOYEES

AVERAGE WEEKLY HOURS

Regular, Full Time:

--	--	--	--

590

--	--

591

Regular, Part Time:

--	--	--	--

650

--	--

651

Temporary Or On-Call:

--	--	--	--

630

--	--

631

Seasonal:

--	--	--	--

610

--	--

611

3. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:

vacancies resulting from promotions within your firm?

--	--	--	--

031

vacancies resulting from people in permanent positions leaving your firm?

--	--	--	--

032

new permanent positions resulting from growth?

--	--	--	--

030

temporary or seasonal positions?

--	--	--	--

033

4. Of the employees you currently have in this occupation, how many are: **MALE?** _____ 060 **FEMALE?** _____ 061

5. During the last year, did your firm's employment in this occupation: (Please Check One)

DECLINE ☐ 480 3

REMAIN STABLE ☐ 480 2

GROW ☐ 480 1

Why? _____ 481

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 740 3

REMAIN STABLE ☐ 740 2

GROW ☐ 740 1

Why? _____ 741

7. Are your employees in this occupation members of a union? (Please Check One) **YES** ☐ 300 1 **NO** ☐ 300 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 390 4

SOMETIMES ☐ 390 3

USUALLY ☐ 390 2

ALWAYS ☐ 390 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

(Job Title) 414

(Months of Experience) 416

(Job title) 415

(Months of Experience) 417

10. How difficult is it to find **fully experienced and qualified** applicants? (Please Check One)

NOT DIFFICULT ☐ 721 1 A LITTLE DIFFICULT ☐ 721 2 SOMEWHAT DIFFICULT ☐ 721 3 VERY DIFFICULT ☐ 721 4

11. If you ever hire **inexperienced** applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards? (Please Check One)

NOT DIFFICULT ☐ 731 1 A LITTLE DIFFICULT ☐ 731 2 SOMEWHAT DIFFICULT ☐ 731 3 VERY DIFFICULT ☐ 731 4

12. Is training acceptable as a substitute for experience? (Please Check One)

NEVER ☐ 391 4 SOMETIMES ☐ 391 3 USUALLY ☐ 391 2 ALWAYS ☐ 391 1

13. If training or certification is required prior to employment, please describe what is needed and how much.

(Training or Certification Needed) 153 _____ 156
(Months of Training)

14. What level of formal education do most of your recently hired employees in this occupation have? (Please Check One)

LESS THAN HIGH SCHOOL	<input type="checkbox"/>	140	ASSOCIATE (2 YEAR) DEGREE	<input type="checkbox"/>	142
HIGH SCHOOL OR EQUIVALENT	<input type="checkbox"/>	141	BACHELOR (4 YEAR) DEGREE	<input type="checkbox"/>	144
SOME COLLEGE, BUT NO DEGREE	<input type="checkbox"/>	157	GRADUATE STUDY	<input type="checkbox"/>	158

15. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please check all that apply)

WORD PROCESSING ☐ 051 SPREADSHEET ☐ 050 DATABASE ☐ 052 DESKTOP PUBLISHING ☐ 053

Other (Please Specify): _____ 054 _____ 055

16. Over the next three years, what new skills are needed to perform the functions of this occupation and what skills are becoming obsolete?

NEW SKILLS:	OBSOLETE SKILLS:
_____ 460	_____ 462
_____ 461	_____ 463

17. What is the usual income earned by your employees in this occupation at the following levels of skill and experience? Please separate the base wage or salary from tips and commissions, if applicable.

	BASE WAGE OR SALARY		TIPS OR COMMISSIONS	
New Hires With No Experience (Trained or Untrained):	\$ _____	550	\$ _____	553
New Hires Who Are Experienced:	\$ _____	551	\$ _____	554
Experienced Employees After Three Years With Your Firm:	\$ _____	552	\$ _____	555
Per: (Please Check One)	HOUR <input type="checkbox"/> 556 H	WEEK <input type="checkbox"/> 556 W	HOUR <input type="checkbox"/> 557 H	WEEK <input type="checkbox"/> 557 W
	MONTH <input type="checkbox"/> 556 M	YEAR <input type="checkbox"/> 556 A	MONTH <input type="checkbox"/> 557 M	YEAR <input type="checkbox"/> 557 A
Other(Please specify)	_____ <input type="checkbox"/> 556 O	Other	_____ <input type="checkbox"/> 557 O	

18. Does your firm offer benefits to employees in this occupation? (Please Check One)

YES ☐ 589 1 NO ☐ 589 2

If yes, please specify: (Please Check All That Apply)

FULL-TIME		PART-TIME		FULL-TIME		PART-TIME	
MEDICAL INSURANCE	<input type="checkbox"/> 573	<input type="checkbox"/> 583	PAID SICK LEAVE	<input type="checkbox"/> 571	<input type="checkbox"/> 581		
DENTAL INSURANCE	<input type="checkbox"/> 574	<input type="checkbox"/> 584	PAID VACATION	<input type="checkbox"/> 570	<input type="checkbox"/> 580		
VISION INSURANCE	<input type="checkbox"/> 575	<input type="checkbox"/> 585	RETIREMENT PLAN	<input type="checkbox"/> 572	<input type="checkbox"/> 582		
LIFE INSURANCE	<input type="checkbox"/> 576	<input type="checkbox"/> 586	CHILD CARE	<input type="checkbox"/> 577	<input type="checkbox"/> 587		
Other (Please Specify): _____	578	_____	588				

19. Do you ever promote employees from this occupation to higher level position? (Please Check One)

YES ☐ 514 1 NO ☐ 514 2

If yes, please specify: _____ 510

20. When you recruit employees for this occupation, which of the following methods do you **primarily** use ? (Check all that apply)

EMPLOYEES' REFERRALS	<input type="checkbox"/>	371	PUBLIC SCHOOL OR PROGRAM REFERRALS	<input type="checkbox"/>	376
RECRUIT VIA NEWSPAPER ADS	<input type="checkbox"/>	372	PRIVATE SCHOOL REFERRALS	<input type="checkbox"/>	377
PRIVATE EMPLOYMENT AGENCIES	<input type="checkbox"/>	373	EMPLOYMENT DEVELOPMENT DEPT.	<input type="checkbox"/>	374
HIRE UNSOLICITED APPLICANTS	<input type="checkbox"/>	379	UNION HALL REFERRALS	<input type="checkbox"/>	378
IN-HOUSE PROMOTION OR TRANSFER	<input type="checkbox"/>	370	Other(Please specify): _____	<input type="checkbox"/>	380

THANK YOU FOR YOUR COOPERATION !

Would you like to receive the outlook summary for this or any other occupation? (Please check one) YES ☐ 382 1 NO ☐ 382 2